

CHARLOTTE PLANNING COMMISSION
Charlotte Town Office
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Charlotte, VT 05445
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June 9, 2011

Mr. Scott Hammond
P.O. Box 1548
Burlington, VT 05402

Mr. John and Sue Anne Patnaude
213 Eastry Court
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-11-12

Dear Mr. Hammond and Mr. and Mrs. Patnaude,

The purpose of this letter is to summarize the Sketch Plan Review for your proposal to change the configuration of the roads serving the 16-lot subdivision approved by the Planning Commission on November 28, 1995, and to add three additional lots for affordable housing. The Sketch Plan Review was held at the Planning Commission's meeting on May 19, 2011, and a site visit was conducted prior to the meeting.

The Planning Commission classified the project as a Major Subdivision and Major Subdivision Amendment in accordance with Sections 6.1(C)(2) and 6.1(C)(4)(b) of the Charlotte Land Use Regulations. This means that you will have two additional applications, the Preliminary Plan Application and the Final Plan Application. We will schedule a public hearing after you submit each application.

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

1. The Planning Commission notes that the application approved on November 28, 1995 allowed development on all 16 lots, including the 15 "building lots" and a building envelope on Lot 1.
2. The Planning Commission recommends that you investigate the following:
 - A. The potential for routing the access road to entirely avoid the wetland east of the railroad tracks and just north of Lot 9 (labeled F, G, and H);
 - B. Reducing the amount of roadway—for example, eliminating Landsdowne Fen by providing access to Lots 10 & 16 via driveways off of Longacre Corner;

3. C. Maintaining potential access to the adjacent parcels to the south (owned by Mack and Berlin) via a right-of-way.
3. The Planning Commission notes that the original approval references Drawing L-1 (last revised 11/27/95) and Drawing 11 (no revision), and the Planning Commission assumes, unless specifically proposed otherwise, that these plans reflect the current proposal. If you are proposing a change to these plans, you should provide a clear and documented rationale for the change, in addition to a visual mitigation plan for the bridge, including proposed landscaping and coloring of the concrete blocks.
4. The following items should be submitted with the Preliminary Plan Application:
 - A. An exterior lighting plan for any new exterior lighting, to include the location and height of all exterior lighting, and cut sheets of all proposed fixtures.
 - B. A plan depicting proposed changes to the VELCO lines.
 - C. A Project Review Sheet from the Vermont Department of Environmental Conservation.
 - D. Evidence of approval of the bridge design from the State of Vermont and Vermont Railway.
 - E. A draft Open Space Agreement (the Town can provide a boilerplate). The Open Space Plan should include a management plan for the open space area.
 - F. A draft Trail Easement (the Town can provide a boilerplate).
 - G. A draft Roadway Agreement and Waiver (the Town can provide a boilerplate).
 - H. A draft Sewage Service Agreement and Waiver and Easement (the Town can provide a boilerplate).
 - I. A draft Fire Pond Agreement, Waiver and Easement (the Town can provide a boilerplate).
 - J. A draft Declaration of Covenants including easements and provisions to address responsibility for maintaining the common roadway, bridge, wastewater disposal area, any community wells, stormwater management facilities and fire-ponds.
 - K. A draft document establishing a bridge maintenance reserve fund.
4. If you intend to propose the three additional lots or modifying any other lots with the Preliminary Plan application, the Preliminary Plan application should include the following:
 - A. Proposed lot lines, building envelopes and access for the three additional lots.
 - B. A proposed wastewater disposal plan for the three additional lots.
 - C. A proposed drainage, stormwater and erosion control plan for the three additional lots.
 - D. A proposed grading plan for the driveways and building site for the three additional lots.
 - E. A letter from Champlain Housing Trust indicating its intent to hold an affordable housing covenant, and a copy of the draft covenant.
5. Due to the wetness of Lots 9, 10 and 16, as experienced during the site visit, these lots may not be entirely suitable locations for additional dwellings. Additionally, the ongoing association fees that will be necessary to pay for insurance (for the bridge) and maintenance (for the long road and community septic system) would seemingly make these lots not well suited for affordable housing. The Planning Commission therefore recommends that you provide information as to how the lots will be maintained

affordable to own as well as to buy, in terms of monthly association fees and other costs. The Planning Commission would also welcome a proposal for affordable housing located on the parcel to the west of the railroad tracks.

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