

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

August 8, 2003

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

Re: Sketch Plan Review Application PC-03-04

Dear Mr. and Mrs Patnaude,

This letter is to summarize the Sketch Plan Review held at the Planning Commission's meeting on April 3, 2003 and the site visit held on August 7, 2003. The Planning Commission classified your application as a Major Subdivision which will require two public hearings. The Planning Commission also makes the following recommendations for the Preliminary Plat Application, which supplement the requirements of the Charlotte Zoning and Subdivision Bylaws:

1. The Planning Commission views the railroad crossing as a very important issue. The Preliminary Plat Application should include correspondence and/or contracts from the State (and any other relevant entities having jurisdiction over the crossing) indicating the nature of the approval of the railroad-crossing, a list of any conditions and the approved capacity. The Planning Commission would like the railroad crossing to be signalized.
2. The Planning Commission is concerned about impacts from stormwater and spring run-off from the easterly building lots (Lots 1-4). The Preliminary Plat Application should address this issue.
3. The Planning Commission is concerned about how the northerly swale would be crossed. If the layout requires crossing the swale, the Preliminary Plat Application should provide an engineered crossing.
4. The Planning Commission is concerned about impacts from the project on wildlife corridors and on the Charlotte Park and Wildlife Refuge (Demeter Park). The project layout should consider these issues.
5. Two possible means of addressing the issues in items 2-4 above would be to move the lots (particularly Lots 1 and 3) to the northern flatter area, and also to explore the feasibility of designating building sites at lower elevations.
6. The layout should allow for an appropriate trail linkage between the Charlotte Park and Wildlife Refuge to the south and the Perry property to the north.

7. The curb-cuts serving Lots 1-4, 5, 8 and 9 should be consolidated into a single curb-cut, which should be located either immediately north or south of the barn on Lot 5.
8. A fire pond, with appropriate pull-off and dry hydrant, should be indicated on plans. The pond should be engineered to hold at least 90,000 gallons throughout the year.
9. The preliminary plat application should delineate the resources in the proposed open space area. To the greatest extent possible these should be quantified them in terms of acreage.
10. Proposed legal documents should be submitted, including:
 - X Open Space Agreement (with or without Vermont Land Trust)
 - X Roadway Agreement and Waiver
 - X Fire Pond Agreement and Waiver
 - X Trail Easement (20' in width)
 - X Irrevocable Offer of Dedication (for Trail Easement)
 - X Covenants indicating rights to use and responsibility for maintenance of all common land and facilities, including the road, fire pond and utility lines (including water and wastewater).

(“Boilerplates” are available from the town for all documents. Please note that these are guides and require modifications to address particular issues relative to the project).
11. A road plan showing a plan-view, a cross section, and a profile of the access roadway should be submitted.
12. The Charlotte Fire Department should be consulted early on in connection with this proposed project and the Planning Commission encourages you to start communications with them so that they are fully aware of your proposed development and can provide appropriate input throughout the planning process.

The Sketch Plan is valid for six months. Please let me know if I can be of any further assistance or answer any questions.

Sincerely,

Dean Bloch
Town Planner