

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

August 8, 2003

George and Lynn Reynolds, Property Owners
198 Commons Road
Williston, VT 05495

Clark Hinsdale III, Applicant
173 State Park Road
Charlotte, VT 05445

Re: Sketch Plan Review Application PC-03-11

Dear George, Lynn, and Clark,

This letter is to summarize the Sketch Plan Review held at the Planning Commission's meeting on July 2, 2003 and the site visit held on July 23, 2003. The Planning Commission classified your application as a Subdivision Amendment for which one publicly warned hearing will be required. The Planning Commission also makes the following recommendations for your next application, which supplement the requirements of the Charlotte Subdivision Bylaws:

1. The building envelopes for Lots 5, 6 and 7 should be more tightly clustered. This may be accomplished by eliminating the southern half of the building envelope on Lot 7 and reducing setbacks on all lots. Outbuildings may be allowed outside of the building envelope.
2. Access from Cattail Lane should be explored.
3. A draft access easement for the project should be submitted with the Amendment Application. This should be accompanied by a letter of intent to execute the easement, signed by the appropriate party (ie: Executor of the Estate of Marietta J. Palmer or property-owners who have rights to Cattail Lane)
4. A road plan (plan view, cross section, stream crossing) should be submitted with the Amendment Application.
5. Covenants should be submitted that indicate the allowed use of and responsibility for maintaining all common land and facilities including: the road, the wastewater disposal system, and the fire pond.
6. The following draft documents should be submitted: a Roadway Agreement and Waiver, a Sewage Service Agreement and Waiver, and a Sewer Operation and Maintenance Agreement. ("Boilerplates" are available from the town for all documents except the Operation and Maintenance Agreement. Please note that

these are guides and require modifications to address particular issues relative to the project).

7. Proposed deed language providing access and sewage service to all lots should be submitted.
8. Submission of the Amendment Application should consider the timing of the prospective conservation of Lots 3 and 4.

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

Sincerely,

Dean Bloch
Town Planner