

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

October 3, 2008

Henry and Berta Geller
147 Clark Road
Charlotte, VT 05445

Re: Sketch Plan Review for Application PC-08-25

Dear Mr. and Ms. Geller,

The purpose of this letter is to summarize the Sketch Plan Review for the proposed relocation of the access right-of-way to Lots B and C of the Veilleux subdivision approved in 1983. The Sketch Plan Review was held at the Planning Commission's meeting on September 18, 2008, and a site visit was held prior to the meeting.

The Planning Commission classified the project as a Minor Subdivision Amendment in accordance with Section 6.1(C)(4)(a) of the Charlotte Land Use Regulations. However, if the relocation of the right-of-way to Lots B and C will involve amending a subdivision that created the adjoining parcels over which you are proposing to move the right-of-way, the project would be considered a Major Subdivision Amendment.

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

1. The Planning Commission recommends that you consider revising lot lines in order to minimize the impact of the development on the forest habitat, for example, by configuring the lots as a planned residential development under the provisions of Chapter VIII of the Charlotte Land Use Regulations.
2. The Planning Commission recommends that, if you decide to not revise the lot lines, that you consider creating building envelopes that define relatively specific areas on Lots B and C where dwellings and other buildings can be sited.
3. The next application should include:
 - A. A survey depicting the proposed right-of-way.
 - B. A site plan and cross sections depicting the proposed road and driveways. The proposed road and driveways will need to comply with the Charlotte Volunteer Fire and Rescue Services Recommended Standards for Developments and Homes.
 - C. Draft easements (documents) from Steven and Elizabeth Clark and from William and Lisa Elliot for the proposed right-of-way.
 - D. Draft easements (documents) to Lots B and C for the proposed right-of-way.
 - E. A draft Roadway Agreement and Waiver indicating that the Town will not be asked to maintain the road. The Town can provide a boilerplate document.
 - F. A Maintenance Agreement clarifying how maintenance responsibility will be divided between the lots.

- G. A proposal for mitigating the impacts on the forest habitat where the right-of-way is proposed to be located.

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