

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

March 2, 2012

David A. Lewis  
118 Mount Philo Road  
Charlotte, VT 05445

Constance S. Lewis  
114 Mount Philo Road  
Charlotte, VT 05445

**Re: Sketch Plan Review; Application PC-12-02**

Dear Mr. Lewis and Ms. Lewis,

The purpose of this letter is to summarize the Sketch Plan Review for the proposed adjustment to the boundaries of Lots 2 and 3, which were created in October, 2000 (PC-00-32). The Planning Commission conducted the Sketch Plan Review at its meeting on February 16, 2012, and classified the project as a Minor Subdivision Amendment in accordance with Section 6.1(C)(4)(a) of the Charlotte Land Use Regulations.

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

1. You may want to consider reducing the size of Lot 3 even further, which is allowed by the planned residential development (“PRD”) provisions in Chapter VIII of the Charlotte Land Use Regulations. If you choose to do this, the Charlotte Land Use Regulations require that at least 50% of the combined acreage of both lots needs to be established as “open space”. [Section 8.4(C)(1)] So, at least 15.3 acres would need to be delineated and labeled as “open space.”
2. The Final Plan Application should include a draft deed or easement language that provides an access right-of-way and utility easement to Lot 3 from Mount Philo Road.

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