

CHARLOTTE PLANNING COMMISSION

Charlotte Town Office

P.O. Box 119

Charlotte, VT 05445

Phone: 802 425-3533

December 21, 2012

Jeffrey Small
P.O. Box 336
Charlotte, VT 05445

Re: Sketch Plan Review for Beatrice M. Dike Trust; Application PC-12-26

Dear Mr. Small,

The purpose of this letter is to summarize the Sketch Plan Review for the proposed seven-lot subdivision of the approximately 30.5 acre parcel owned by the Beatrice M. Dike Trust, held at the Planning Commission's meetings on November 15 and December 6, 2012 and for which a site visit was conducted on December 1st.

The Planning Commission classified the project as a Major Subdivision and Planned Residential Development in accordance with Sections 6.1(C)(2) and 8.2(B)(1) of the Charlotte Land Use Regulations. This means you will need to submit a Preliminary Plan Application and a Final Plan Application, and the Planning Commission will hold a public hearing for each application.

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

1. The revised layout presented at the meeting on December 6 was a big improvement from the plan submitted with the application. However, the Planning Commission recommends that you consider shifting the easterly boundary of Lots 2, 3 and 5 to the west, in order to minimize impact on the forested area.
2. The Preliminary Plan Application should indicate any steep slopes (i.e. slopes of 15% or greater) in the vicinity of proposed development (driveways and building envelopes).
3. The Preliminary Plan Application should provide the profile of the proposed access road as well as proposed cut and fill areas for the road and for building envelopes.
4. As discussed on December 6, the access road may be able to be shortened at its northern end.
5. The Planning Commission recommends that you consider designing a fire pond and dry hydrant, as indicated in the Recommended Standards from the Charlotte Fire and Rescue.
6. The Preliminary Plan Application should include draft documents for all easements and for covenants that govern the use of and responsibility for maintaining common facilities, such as the roadway and the fire pond/dry hydrant.
7. The Preliminary Plan Application should include a draft Open Space Agreement for the common lot. This office can provide a boilerplate document, which should be completed to the extent possible for the Preliminary Plan Application.

8. The Preliminary Plan Application should include a proposed management plan for the common lot.
9. The Preliminary Plan Application should include a Project Review Sheet from the Vermont Department of Environmental Conservation to determine which, if any, state permits are needed.
10. A Highway Access Permit is needed for the project. You should obtain this permit from the Selectboard between the Preliminary Plan and Final Plan hearings.

Other issues may come up during the review of the Preliminary 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,

A handwritten signature in cursive script, appearing to read "Dean Bloch".

Dean Bloch, Town Planner
For the Charlotte Planning Commission