

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

June 7, 2013

Henrietta F. Ober  
P.O. Box 98  
Charlotte, VT 05445

**Re: Sketch Plan Review; Application PC-13-11**

Dear Ms. Ober,

The purpose of this letter is to summarize the Sketch Plan Review for the proposed two-lot subdivision of your 5.64 acre parcel located at 2296 Greenbush Road, using density from the 14.2 acre parcel at 1259 Lime Kiln Road owned by Stephen and Margaret Foster. The Sketch Plan Review was held at the Planning Commission's meeting on May 16, 2013 and a site visit was conducted just prior to the meeting.

The Planning Commission classified the project as a Minor Subdivision and Planned Residential Development involving non-contiguous parcels, in accordance with Section 6.1(C)(1) and Chapter VIII of the Charlotte Land Use Regulations ("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 Regulations:

1. It is the Planning Commission's understanding that proposed Lot 1 can use the non-exclusive right-of-way over the Spencer/Pillard parcel (i.e. Lot 2 of the Lavalette's three-lot subdivision in 1997) to meet the access requirements of Section 3.2(A) of the Regulations.
2. It is the Planning Commission's understanding that the area described on the plat for the Lavalette subdivision as "view easement" is not an actual easement; it appears to be a condition of the Planning Commission's approval of the Lavalette subdivision, and was included in the subdivision application.
3. The plat for the proposed subdivision of the Greenbush Road parcel should include the following:
  - A proposed building envelope for Lot 2; it may be appropriate to distinguish between the "barn envelope" and the "dwelling envelope" considering the close proximity of the farm road.
  - The proposed revised "view area" and its description (in a note).
  - The Planning Commission recommends that the term "easement" not be used for the "view area" or its description for the reasons described in #2 above.
4. The plat for the Lime Kiln Road parcel should include the following:
  - The five-acre area that will be designated as "conserved," from which density will be transferred.

- The area to be designated as “open space” (minimum of 50% of the combined acreage of the two parcels, i.e. 9.92 acres) that is required for Planned Residential Development projects under Section 8.4(C)(1) of the Regulations.
  - A table that accounts for the current density, the density transfer, and the final density.
  - Survey pins are not required to demarcate the corners of the “conserved area” or the “open space”.
5. The Final Plan Application should include the following documents:
- Draft access and utility right-of-way for Lot 2. (This can be proposed language to be included in a Warranty Deed).
  - Draft wastewater disposal area and force main easement for Lot 2. (This can be proposed language to be included in a Warranty Deed).
  - Draft Open Space Agreement (the Town can provide a boilerplate).
  - Draft Density Reduction Easement and Transfer of Development Rights (the Town can provide a boilerplate)
6. You are welcome to come back to the Planning Commission (at no charge) if you would like additional feedback on any aspects of the subdivision. However, you are not required to come back prior to the Final Plan Hearing unless you are proposing significant changes.

Other issues may come up during the review of the Final Plan Application. In accordance with Section 6.3(D) of the 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