

**CHARLOTTE PLANNING COMMISSION**

**Charlotte Town Office**

**P.O. Box 119**

**Charlotte, VT 05445**

**Phone: 802 425-3533**

September 10, 2013

Michael and Barbara McGinnis  
4658 Mount Philo Road  
Charlotte, VT 05445

**Re: Sketch Plan Review; Application PC-13-14**

Dear Mr. and Ms. McGinnis,

The purpose of this letter is to summarize the Sketch Plan Review for the proposed two-lot subdivision of your approximately 11 acre parcel, held at the Planning Commission's meetings on August 1 and August 15, 2013 and for which a site visit was conducted on August 10<sup>th</sup>.

The Planning Commission classified the project as a Minor Subdivision in accordance with Section 6.1(C)(1) 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. The Planning Commission encourages you to consider using the provisions of Section 8.4(F) of the Charlotte Land Use Regulations, which allow you to convey development rights from your parcel to another parcel, and in so doing, protect the areas of high public value on your parcel while also receiving compensation for the value of the development rights.
2. Prior to submitting the final plan application, you should engage a wildlife habitat consultant to assess potential impacts of your proposed development on areas of high public value, including wildlife habitat and habitat connectivity between Pease Mountain and Mount Philo, on and adjacent to your parcel. The Planning Commission recommends that your wildlife habitat consultant use the procedure created by the Charlotte Conservation Commission (enclosed). If there is likely to be a negative impact, the final plan application should include proposed measures to mitigate the impact.
3. Prior to submitting the final plan application, you should engage a qualified professional to field-delineate wetland within the right-of-way from Higbee Road. The results should be included in the final plan application.
4. Unless the wildlife habitat analysis recommends otherwise, the survey plat submitted with the final plan application should include a building envelope of approximately ½ an acre. Dimensions of the building envelope and distances from the two nearest property lines should also be indicated on the plat.
5. The final plan application should indicate how utilities will be brought to the proposed development site.
6. The Planning Commission recommends that the force main for the wastewater disposal system follow the route of the existing cleared path.

7. The Planning Commission strongly recommends that you explore the possibility of sharing an existing driveway with one of your neighbors, in order to minimize potential impacts resulting from a second driveway in close proximity to an existing driveway.
8. If you are not able to share an existing driveway, a Highway Access Permit will be needed from the Selectboard for the proposed access from Higbee Road. The Policy and Procedure for Highway Access Permits indicates the permit should be obtained after sketch plan review and before final plan review.
9. The final plan application should include draft easement language for the proposed access and utilities.

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.

You are welcome to come back to the Planning Commission (at no charge) if you would like additional feedback on any aspects of the proposed subdivision.

Please let me know if I can answer any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'D Bloch', written in a cursive style.

Dean Bloch, Town Planner  
For the Charlotte Planning Commission