

MEMORANDUM

To: Charlotte Planning Commission
Copy: Nate Bareham, Town Administrator; Rebecca Kaplan, Planning & Zoning Assistant
From: Darren Schibler & Kate McCarthy, CCRPC
Date: December 12, 2024
Re: Topics for December 19, 2024 PC workshop on Land Use Regulations

We're looking forward to joining you at your December 19th meeting to talk about advancing key land use regulations to support Charlotte's goals to maintain the character and vitality of its villages.

Recap: Our Task/Background

Land Use Regulations (LURs) updates represent the next and final phase of the Village Master Planning project – specifically, the portion funded by an Agency of Commerce and Community Development Bylaw Modernization Grant (BMG). Our task is to complete draft LURs updates by June 30, 2025 to meet the deliverables of the BMG; after that, it is up to the community whether and how to move the bylaws to adoption.

Summary of our November 21, 2024 meeting

When we met last, we:

- Reviewed the 14 zoning recommendations from the Village Master Planning Study.
- Received Planning Commission feedback on which recommendations to advance.
- Grouped recommendations into categories, such as uses, lots/building dimensions, and procedures, to guide our work (see attached for our “dot” exercise).

Among the key pieces of feedback we heard were:

- Some zoning changes, like sidewalk requirements and building heights, would be a heavy lift at this time. Instead, the PC will focus on incremental changes, including those that make the LURs easier to administer.
- Making space for commercial development in the villages is very important.
- There is interest in learning more about many of the recommendations (for example, how would multiple uses on one lot work?).

Based on this conversation, CCRPC agreed to develop a timetable and work plan that allows the Planning Commission to update select parts of the LURs by the June deadline. We also agreed

that we'd use the PC's second meeting of each month (third Thursdays) as a "workshop" for LUR updates.

Topics for discussion – December 19th

Building on our conversations last month, at the December meeting we will:

- Review a draft timetable and workplan for Charlotte's LUR updates (see attached)
- Review a Table of Existing Uses as a way to:
 - a) understand and discuss how Charlotte's zoning currently categorizes different uses and
 - b) clarify what changes should be made (see attached).
- Learn, through a presentation and discussion, about the different approaches to regulating uses depending on the use itself, the district it is in, or its impacts on the area.

Resources

Attachments include:

- Draft timetable and workplan for Charlotte's LURs update.
- Existing Table of Uses for Charlotte's zoning districts.

For optional bonus reading or future reference, you may find useful:

- "Writing Strategies for Development Review" - 5 page overview of different approaches to regulation, from *Community Strategies for Vermont's Forests and Wildlife*.
<https://vnrc.org/wp-content/uploads/2019/08/VNRC-Forestland-Conservation-10-1-links.pdf>
- Planned Unit Development – 4-page overview from the *Vermont Land Use Planning Implementation Manual*. [Planned Unit Development](#)

Please let us know if you have any questions. We look forward to seeing you on December 19th.

Best,



Darren Schibler
Senior Planner, CFM



Kate McCarthy
Senior Planner, AICP