

## **MEMORANDUM**

To: Charlotte Planning Commission  
Copy: Nate Bareham, Town Administrator; Rebecca Kaplan, Planning & Zoning Assistant  
From: Darren Schibler & Kate McCarthy, CCRPC  
Date: May 8, 2025  
Re: Materials for Planning Commission's May 15, 2025 meeting

---

### Recap: Our Task/Background

As you know, the Charlotte Planning Commission, with CCRPC's assistance, is drafting modest updates to the Land Use Regulations to promote compatible village businesses and housing, community vitality, and safety. Per the grant funding this work, a draft of the updated Land Use Regulations (LURs) is due by 6/30/25. After that, it is up to the community whether and how to move the bylaws to adoption.

### April 17<sup>th</sup> Planning Commission Meeting: What We Discussed and Heard

On April 17<sup>th</sup>, we walked through a redline draft (a working draft for discussion purposes).

- We discussed changes to the use table, changes in minimum lot sizes and how they address nonconformities, and the removal of PUD requirements.
- We heard consensus feedback from the PC on some edits that should be made (for example, making daycare a permitted use, separating the Village Commercial district into East and West, and keeping multifamily housing with five or more units as a conditional use).
- We identified areas requiring further discussion and agreed to gather information via survey.

### May 1<sup>st</sup> Planning Commission Meeting

The Planning Commission discussed its work on May 1<sup>st</sup>, and CCRPC staff heard the following key points:

- We heard that there was discomfort with taking a survey as individuals, and that the PC is interested in discussing survey items as a group instead.
- We heard that the PC had a productive discussion about lot sizes in the Village Commercial districts. Our understanding is that the PC is generally comfortable with allowing a smaller lot size, and higher density in the Commercial Village Districts, if there's mixed use, as follows:
  - *West Village Commercial* - 5-acre minimum residential lot size, with 5 acres per dwelling; 1-acre minimum nonresidential lot size and 1 acre per use. If it's mixed use, then the parcel can be developed with a 1-acre minimum lot size and 1 dwelling per acre and no limit on the number of commercial uses.
  - *East Village Commercial* - 5-acre minimum residential lot size remains, with 5 acres per dwelling; 1-acre minimum nonresidential lot size and 1 acre per use. If it's mixed use, then the parcel can be developed with a 2-acre minimum lot size with 1 dwelling per two acres and no limit on the number of commercial uses.

Summary of Proposed Changes to the LURs

We have included further revisions to the LURs in the Commission’s packet reflecting changes discussed to date and the Commission’s proposals from the May 1<sup>st</sup> meeting, including:

Section	Page	Description
Table 2.1(C)-(D)	6	<ul style="list-style-type: none"> <li>WCV District: modified permitted &amp; conditional uses for housing, emergency shelter to reflect statute / building size thresholds</li> </ul>
Table 2.2(C)-(D)	8	<ul style="list-style-type: none"> <li>ECV District: modified permitted &amp; conditional uses for housing, emergency shelter, and cemetery per statute / building size thresholds.</li> </ul>
Table 2.3	10-11	<ul style="list-style-type: none"> <li>Separated VCM into East &amp; West</li> <li>Modified permitted / conditional uses per discussions in February &amp; April, including building size thresholds</li> <li>Removed distinction in allowed uses based on which side of Route 7 they are located</li> <li>Added lot size and density specifications for Mixed Use Development (1 acre per unit / no restriction for commercial)</li> <li>Changed PUDs / PRDs to be required only for Major Subdivisions and optional for Minor Subdivisions</li> </ul>
Table 2.4	12-13	<ul style="list-style-type: none"> <li>Same as above for West VCM, except lot size and density for Mixed Use Development is 2 acres per residential unit.</li> </ul>
Table 2.5	14-15	<ul style="list-style-type: none"> <li>Slight modifications to unit size thresholds for permitted and conditional uses to be consistent with Village districts</li> </ul>
4.4(F)	46	<ul style="list-style-type: none"> <li>Clarified that Conditional Use review is not required for all Affordable Housing, only as specified in district tables</li> </ul>
4.7(F)	48	<ul style="list-style-type: none"> <li>Clarified that Conditional Use review is not required for all Day Care Facilities, only as specified in district tables</li> </ul>
7.3(B)	87	<ul style="list-style-type: none"> <li>Clarified that PUD / PRD review is required only for Major Subdivisions in the Village &amp; Commercial Districts; it is optional for Minor Subdivisions in these districts</li> </ul>
8.2(B)-(C)	94-95	
9.1(A)	102	<ul style="list-style-type: none"> <li>Removed a sentence that could be interpreted to mean that permits are only required for structural improvements in the Flood Hazard Overlay District. This ensures compliance with the NFIP by ensuring permits are also required for mining, dredging, filling, grading, paving, excavation, or drilling operations or storage of equipment or materials.</li> </ul>
10.2	122	<ul style="list-style-type: none"> <li>Added a definition of “Emergency Shelter” per 24 V.S.A. § 4303(40)</li> </ul>
Throughout	Various	<ul style="list-style-type: none"> <li>Updated references to Village Commercial District to include both East and West</li> <li>Updated numbering and references to District Tables due to addition of Table 2.4, East Village Commercial District</li> </ul>

Next steps/remaining questions

To resolve outstanding questions and complete the draft LURs, at this meeting we will ask the Planning Commission to decide on several items. To structure the conversation, we'd like to discuss the survey questions – but as a group in a public setting. We hope you will all feel comfortable weighing in and that we can hear from each Planning Commission member at this meeting. Please prepare ideas on the following:

- *Minimum lot sizes in East Charlotte and West Charlotte Villages* – We have heard that there is interest in focusing just on commercial areas, but want to confirm with the group as we close out the project.
- *Permitted and conditional uses* – The East-West Villages project revealed a desire for more commercial uses, and greater ease establishing commercial uses. The proposed changes to the use table are one way to promote this. Please come with questions or suggestions on specific classifications of uses.
- *Village Commercial East and West* – The PC would like to divide “Village Commercial” into “Village Commercial – East” and “Village Commercial – West.” What do you think need to be the main differences between the areas? What else is important for CCRPC to know about these areas?
- *Making Planned Unit Development optional* – Planned Unit Development is an approach to subdivision that offers flexibility in how the subdivided parcels are developed. In rural areas, it is a way to avoid “cookie cutter” subdivisions. In Charlotte’s villages, it is required and sometimes is applied to a single building. With the proposed changes to the Village Commercial Districts, requiring PUDs for subdivisions and individual projects could complicate development. What do you think of requiring PUD review only for larger-scale projects?
- *Density bonus in Village Commercial Districts* – We want to confirm that there is agreement on the proposal above and address potential problematic development scenarios under the proposal.

In June, CCRPC will bring a final draft of LURs that integrates these changes, and discuss the next steps the town of Charlotte could take to bring these to the public.

Act 181

As you know, the draft regional Future Land Use Map as well as draft regional & municipal housing targets have been published [ECOS Engagement website](#), with opportunities for comment open until May 19<sup>th</sup>. At the meeting on May 15<sup>th</sup>, we'll briefly review the regional future land use map for Charlotte, and answer any questions. We will also discuss the town's option to have partial exemption from Act 250 in certain areas planned for growth (i.e., Tier 1B areas), and answer any questions you may have. We will ask the PC to make a recommendation to the Selectboard for their action at either their 5/27 or 6/9 meeting.

We look forward to seeing you next week.

Best,



Darren Schibler  
Senior Planner, CFM



Kate McCarthy  
Senior Planner, AICP