

## MEMORANDUM

To: Charlotte Planning Commission  
Copy: Nate Bareham, Town Administrator; Rebecca Kaplan, Planning & Zoning Assistant  
From: Darren Schibler & Kate McCarthy, CCRPC  
Date: March 27, 2025  
Re: Materials and discussion questions for Planning Commission's April 3, 2025 meeting

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Thank you for the discussion at the March 20, 2025 Charlotte Planning Commission meeting. We heard that as a next step, the Planning Commission would like to take time to absorb and discuss the ideas the CCRPC has presented so far. We offer this memo and materials to help inform the conversation.

### Recap: Our Task/Background

Now that the Village Master Planning project is complete, Charlotte has the opportunity to make zoning changes that will help promote compatible village businesses and housing, community vitality, and safety. This work is funded by an Agency of Commerce & Community Development Bylaw Modernization Grant. Per the grant's requirements, 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.

- [Work plan](#) (as of March 20, 2025)

### What we have done so far

CCRPC and the Planning Commission have talked about several parts of the LURs that could be updated. We've focused on zoning changes that would allow what already exists in the villages (current regulations don't allow the existing village format). Below are the topics we have discussed, with links to materials:

- *Permitted and conditional uses (1/16/25)* – This discussion helped show where there might be duplicative definitions of uses, and showed which uses were permitted, conditional, or by right. This helped the PC consider whether there were zoning changes, like changing from a conditional to permitted use, that would make it easier for people to develop desired uses in the village.
  - [DRAFT use table](#)
- *Dimensional standards and lot coverage, Part 1 (2/20/25)* – Dimensional standards include things like lot size/area, density requirements, and parking. These are an important complementary piece of regulation that shape how development takes place.
  - February 20<sup>th</sup> [Presentation](#)
- *Dimensional standards and lot coverage Part 2, and Massing (3/20/25)* - Discuss options for *lot frontage* and *building massing* that, combined with *dimensional standards* and *lot coverage*, help create the type of village development desired in Charlotte.

- [Presentation to be linked in April 3<sup>rd</sup> Planning Commission meeting packet.]
- **Data** – We heard during the discussion is that it can be easier to envision the impact of certain changes if people can see what areas are being affected, and how many parcels there are of each size.
  - Slides 9 and 10 in the February 20<sup>th</sup> presentation show the distribution of lot sizes in different areas. (See also PDF “Dimensional Standards – Excerpt – Parcel sizes” provided in Planning Commission meeting packet)
  - Additional information can be found in the [East + West Villages Report](#). Specifically, within the “Growth Potential” chapter you can see a further analysis of how different parcel sizes could be developed (pp. 43-44).

Next steps/remaining questions

The Planning Commission plans on reviewing and discussing the information above to identify remaining questions and provide feedback to CCRPC. Once CCRPC receives feedback, we can draft potential zoning changes for discussion. We’d like to ask for two things from the PC to help take this next step:

- 1) Guidance on what you’d like to do for each of the possible changes we’ve discussed. Slides 8-12 from the March 20<sup>th</sup> presentation provide some details about the possible changes and things to consider, while the following slide from the March 20<sup>th</sup> presentation provides a snapshot.

Decisions on Dimensional Standards	
Lot Area	1-Acre Minimum?
Density	Remove? Reduce to 1 unit / acre?
Lot Coverage	Increase to...? Alternative Approaches?
Lot Frontage	Reduce to 75ft. or 50ft?
Front Setback	Reduce to 15ft? Maximum Setback?

- 2) A list of any remaining questions, with a focus on questions about the changes being proposed. (Please send by April 8<sup>th</sup> if you can.) We’ll bring answers to our April 17<sup>th</sup> meeting.

Thank you very much for your work! We look forward to continuing the conversation.

Best,

Darren Schibler  
Senior Planner, CFM

Kate McCarthy  
Senior Planner, AICP