

**MEMORANDUM**

To: Charlotte Planning Commission  
 Copy: Project Steering Committee  
 From: Darren Schibler, Senior Planner  
 Date: October 27, 2023  
 Re: Charlotte Villages Master Plan Update

**Overview**

The Planning Commission has requested monthly updates on the status of the East and West Village Master Plan project. The table below summarizes the project status within the overall scope of work and timeline:

| Task / Subtask                     | Current Timeline              | Status                          |
|------------------------------------|-------------------------------|---------------------------------|
| 1A: Kickoff                        | 9/29/2023                     | Complete                        |
| 1B: Steering Committee             | 3 <sup>rd</sup> Weds., 8:30am | Ongoing                         |
| 2A: Base Mapping & Data Collection | Oct – Dec 2023                | In Progress                     |
| 2B: Website                        | Oct – Dec 2023 & beyond       | In Progress                     |
| 2Ci: PPP Development               | Oct – Dec 2023                | In Progress                     |
| 2Cii: Initial Outreach             | Dec 2023 – Apr 2024           | In Planning                     |
| 2Ciii: Design Charette             | Winter 2024                   | In Planning                     |
| 2Civ: Draft Presentation           | April 2024                    | To be informed by Task 2Cii-iii |
| 2D: Design & Graphics              | Dec 2023 – May 2024           | To be informed by Tasks 2A, 2C  |
| 3: Bylaw Updates                   | Apr 2024 – Dec 2024           | To be informed by Task 2        |
| 4: Bylaw Outreach                  | Jan 2025 – Mar 2025           | To be informed by Task 3        |

Recent Progress

Following the full project kickoff and site visit on September 29, the steering committee had its first meeting on October 25. Members of the steering committee include:

- Robert Bloch, Charlotte Planning Commission
- Maggie Citarella, Charlotte Conservation Commission
- Dierdre Holmes, Charlotte Energy Committee
- Larry Lewack, Charlotte Town Planner
- Dubois & King consultant team (Emily Lewis, Dan Mallach, Kait Campbell)
- CCRPC Staff (Darren Schibler, Marshall Distel)

Next Steps

- D&K will share with the Steering Committee a full draft of the project website as well as the draft Public Participation Plan (which details the who / what / when / how for public engagement for the project).

Commented [MD1]: This was when we conducted the site visit, correct? Add that note in here as well?



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- D&K continues to work on base mapping, background data collection and analysis.
- D&K is also preparing a flyer with information about the project at upcoming events, including the Charlotte Central School Artisan and Craft Fair as well as visits with Santa Claus at the Fire Department. Steering Committee members will help coordinate the planning team's participation at these events.
- The Steering Committee will be requesting pro-bono graphic design services to create a project logo through Front Porch Forum; failing this, D&K will create a logo through their marketing team.
- The next Steering Committee meeting is November 15<sup>th</sup> at 8:30am.