

MEMORANDUM

To: Charlotte Planning Commission
Copy: Project Steering Committee
From: Darren Schibler, Senior Planner
Date: January 31, 2024
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 rd Weds., 8:30am	Ongoing
2A: Base Mapping & Data Collection	Oct – Dec 2023	Complete
2B: Website	Oct – Dec 2023 & beyond	Complete, updates ongoing
2Ci: PPP Development	Oct – Dec 2023	Complete, updates ongoing
2Cii: Initial Outreach	Dec 2023 – Feb 2024	In Progress
2Ciii: Design Charette	March 2024	In Planning
2Civ: Draft Presentation	April / May 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

Note that project staff at Dubois & King, CCRPC, and the Town are holding working meetings in addition to the full Steering Committee. This ensures progress and follow-up on details so that the Steering Committee can focus on broader guidance for the project.

Recent Progress

- Initial outreach is underway:
 - The project team spent Jan 11th conducting meetings with important community stakeholders, including the Grange, Library, Central School and parent-teacher organization, conservation organizations, the food shelf, and business owners. Follow-up meetings with the Children’s Center, Congregational Church, municipal boards and committees (at the 1/25 PC meeting) and Village property owners have occurred or are planned soon.

- An [online survey](#) is live and open until mid-February – this will provide initial community feedback that will help the project team design additional, more in-depth opportunities for input.
- Static displays with information about the project and paper copies of the online survey have been set up at the Town Offices, Library, Senior Center, Old Brick Store, and East Charlotte General Store.
- The project team has also started developing a Visual Preference Survey to inform the specific design elements the community wants to see in the Villages. This feedback will cover housing types, community spaces, commercial uses and buildings, wayfinding and placemaking, and non-motorized mobility (sidewalks / paths / trails).
- Following the Visual Preference Survey, an in-person workshop open to the whole community will be held in mid-March and will include presentation of initial design ideas from the Visual Preference Survey. This will be an opportunity for community members to direct the creation of concept plans and objectives for development to achieve, which the project team and Planning Commission can use to begin drafting bylaw amendments over the summer.

Next Steps

- Conduct initial engagement as outlined above.
- Release the Visual Preference Survey by the end of February.
- Continue planning the community-wide forum for March.
- The next Steering Committee meeting is February 14th at 8:30am.