

## MEMORANDUM

To: Charlotte Planning Commission  
Copy: Project Steering Committee  
From: Darren Schibler, Senior Planner  
Date: November 30, 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

- Planning for initial outreach is in the final stages. The goal is to raise community awareness of the project and to gather feedback on broad desires for the Villages' design and composition. Tabling events include(d):
  - Tabling at the Town Offices on Election Day (11/7/23)
  - Tabling at the Charlotte Central School's PTO Craft Fair on 12/9/23
  - Presentation at the Senior Center Men's Breakfast 1/12/2024
  - Stakeholder interviews tentatively scheduled for 1/12/2024
- D&K also finalized a flyer with information about the project to use at these events.
- At its 11/15/23 meeting, the Steering Committee began to discuss questions and desired outcomes from both initial engagement and a focused community forum or survey to take

place in January / February. Staff from D&K, CCRPC, and the Town met on 11/29 to further refine engagement plans for December and January.

- Initial engagement is intended to raise awareness and start conversation in the community about the project, and will also inform specific feedback to be gathered through the design charette and public survey.
- These will include some form of visual preference survey, which will present examples of design elements in other Villages and ask respondents what they like, don't like, and why.
- Transportation issues will also be addressed throughout engagement, including desires and options for non-vehicle movement to/from and within the Villages.
- The Steering Committee also began to discuss potential stakeholders to interview in more depth as part of engagement, including Senior Center participants, Tenney's Mews mobile home park residents, the food shelf, business owners, the grange, and possibly the Charlotte Community Partners mutual aid group.
- The Steering Committee decided not to create a project logo, since the request was too significant for pro-bono services, and would consume too much consultant time. More importantly, the ultimate design of logos associated with the Town or Villages would be better informed by the forthcoming public engagement.
- D&K continues to work on base mapping, background data collection and analysis as well as the StoryMap website.
- D&K has also provided a scope of work for the transportation outreach project, which is currently under review by CCRPC staff.

### Next Steps

- Conduct initial engagement as outlined above.
- Finalize the Public Participation Plan, including planning for the community survey / public forum and stakeholder interviews in early 2024.
- The next Steering Committee meeting is December 20<sup>th</sup> at 8:30am.