

MEMORANDUM

To: Charlotte Planning Commission
Copy: Project Steering Committee
From: Darren Schibler, Senior Planner
Date: December 31, 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 rd Weds., 8:30am	Ongoing
2A: Base Mapping & Data Collection	Oct – Dec 2023	In Progress
2B: Website	Oct – Dec 2023 & beyond	Complete, updates ongoing
2Ci: PPP Development	Oct – Dec 2023	Complete, updates ongoing
2Cii: Initial Outreach	Dec 2023 – Apr 2024	Finalizing details
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

Note that project staff at Dubois & King, CCRPC, and the Town are holding monthly 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

- Planning for initial outreach is in the final stages – see the [Community Forums and Conversations spreadsheet](#) for full details.
 - One event will be a virtual conversation with Charlotte boards and committees to gain insight, provide direction, and foster information exchange and collaboration. This is tentatively scheduled for the regular 1/18/24 PC meeting.
- A kickoff meeting was held for the transportation outreach project on 12/7 to clarify how this fits into the larger Villages project and identify specific transportation-related goals. These

include providing options for those with limited mobility (seniors, children, low-income), advancing the park and ride project, and encouraging more of the traffic passing through Charlotte to support the community.

Next Steps

- Conduct initial engagement as outlined above.
- Continue planning the community-wide forum(s) in February.
- The next Steering Committee meeting is January 17th at 8:30am.