

1 **Town of Charlotte**  
2 **JOINT MEETING OF THE CHARLOTTE CONSERVATION COMMISSION, PLANNING**  
3 **COMMISSION, DEVELOPMENT REVIEW BOARD**  
4 **Meeting Conducted at Town Hall and via Teleconference**  
5 **November 13, 2024**

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7 ***DRAFT – subject to approval by the Development Review Board***

8 **Development Review Board:** Charles Russell (Chair), JD Herlihy (Vice Chair), Gerald Bouchard,  
9 Alexa Lewis, Brandon Tieso. Staff: Aaron Brown, Zoning Administrator

10 **Planning Commission:** Charlie Pughe (Chair), Matt Krasnow (Vice-Chair/virtual), Carrie Spear  
11 (virtual), Linda Radimer, Robert Bloch, and Bill Stuono. Staff: Larry Lewack, Town Planner  
12 (virtual)

13 **Conservation Commission:** Maggie Citarella (Chair), Maggie Korey (Co-Chair), Susan Blood, Pete  
14 Demick, Claudia Mucklow, Sharon Mount, Dave McNally, and Nate Caress

15 **OTHERS:** Frank Tenney, Paul Plante, Ian Sloan, Eliza Pillard, Wolfger Schneider

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17 ***Posted Agenda:***

- 18 7:00 PM Call to Order; changes to agenda (if any)  
19 7:02 PM Public Comment (not pertaining to pending applications)  
20 7:05 PM Land Use Regulations/Town Plan  
21 a. Rezoning Districts, Reducing Sprawl  
22 b. CCC Recommendations on LURs  
23 c. Town Plan Re-Write – Schedule  
24 d. Process for recommending changes to LURs, consistency with Town Plan  
25 7:45 PM Open Space Agreements and Building Envelopes  
26 a. How to integrate into natural resources map  
27 b. Who has responsibility for documents and are standards having the intended  
28 effect?  
29 8:00 PM DRB Applications  
30 a. CCC Notice  
31 b. Inclusion of CCC Comments  
32 c. CCC engagement with applicants  
33 8:30 PM Act 250 Process – Notifications, Participation, New Roadway Rule  
34 8:45 PM Section 2.8 – Conservation Districts  
35 8:55 PM Next Meeting and Action Items  
36 9:00 PM Adjourn

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38 **CALL TO ORDER:**

39 Chair Charles Russell called the meeting to order for the Development Review Board (DRB)  
40 at 7:06pm.

41 Chair Maggie Citarella called the meeting to order for the Charlotte Conservation  
42 Commission (CCC) at 7:07pm.

43 Chair Charlie Pughe called the meeting to order for the Planning Commission at 7:07pm.

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45 **CHANGES TO AGENDA:** None.

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**Public Comment:** None.

**Land Use Regulations/Town Plan:**

**a. Rezoning Districts, Reducing Sprawl**

Pughe questioned if an Outside Village District is needed. Bill Stuono asked about the purpose of creating an Outside Village District. Would it be for rural preservation or to create a suburban area. Pughe said it could be both. Citarella pointed out that the recent Village Master Plan project did not include any public engagement for those that would be impacted by an Outside Village District. Pughe said aspirational goals for an Outside Village District could be included in the Town Plan update. JD Herlihy said that the Industrial District should be retained.

**b. CCC Recommendations on LURs**

Pughe would like a plan to work on the recommendations in a smaller group which would include members from the DRB, CCC, and Planning Commission. Russell said the group/subcommittee would have to follow open meeting law.

**c. Town Plan Re-Write – Schedule**

Pughe said that the goal is to complete edits by November 2025 for the updated Town Plan to be presented on Town Meeting Day in 2026. Pughe suggested subcommittees as the Planning Commission will need assistance. Stuono said that the deadline seems ambitious. Stuono reminded Pughe that the Town is losing their Town Planner. Pughe agreed that it is ambitious. Stuono questioned if changes to Land Use Regulations (LURs) should be tabled to meet Town Plan edit timelines. Pughe felt the two can be worked on simultaneously.

Frank Tenney suggested amendments versus an entire Town Plan rewrite. Pughe agreed and said the focus of updates could include increasing housing and preservation. Alexa Lewis said infrastructure should also be included. Dave McNally asked about public participation. Pughe said he envisioned the creation of an outline for proposed changes and then public engagement. Stuono asked about outside assistance for public engagement, Pughe confirmed that would be needed. Larry Lewack noted that the current Town Plan is short on policies, particularly as they pertain to separate zoning districts, and transportation. Lewack also questioned if the CCC would be competing with the Town for grant funding that would enable hiring an outside entity for the Town Plan update. Citarella said the application for mapping updates would be in conjunction, not competing. Lewack noted that the maximum grant funding is \$24,000, which will all be needed for the Town Plan update. Lewack said that a former Chittenden County Regional Planning Commission staff created mapping that pulled in some of the latest data layers from the State Agency of Natural Resources and included parcel-level mapping on significant wildlife habitat, connectors, corridors, ect. Lewack questioned the need for further mapping. Russell called attention to page 66 in the current Town Plan which calls for consistent updates to mapping. Lewis spoke to the benefit of updated mapping to rank areas of high public value.

**d. Process for recommending changes to LURs, consistency with Town Plan**

Regarding this item, Stuono felt that there a couple of emergency changes that should be made before March. Pughe said he did not have a process in mind.

**Other:**

93           Stuono stated concern that the decision for a part-time, replacement Town Planner was  
94 made without Planning Commission input. Frank Tenney said that the decision was made by the  
95 Selectboard because it is an interim option. Robert Bloch added that the entire planning and  
96 zoning office will be evaluated before a permanent decision is made. Lewack stated concern with a  
97 part-time replacement, especially with the Town Plan update.

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99 **Open Space Agreements and Building Envelopes:**

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101 **a. How to integrate into natural resources map**

102           No discussion of this item.

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104 **b. Who has responsibility for documents and are standards having the intended effect?**

105           Pughe questioned the purpose of Open Space Agreements and the documents' origins.  
106 Herlihy spoke to the rarity of Open Space Agreements before the DRB. Herlihy suggested that  
107 Open Space Agreements be part of subdivision applications. Subsequent discussion of a case study  
108 where an Open Space Agreement was amended. Lewack suggested that the CCC weigh-in during  
109 the subdivision process and evaluate Open Space Agreements based on conservation versus  
110 meeting the 50% criteria. McNally felt that Lewack's point was further rationale for updated  
111 mapping. Citarella said open space is needed in villages.

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113 **DRB Applications:**

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115 **a. CCC Notice**

116           Citarella said that notice remains an issue and requested one month for the CCC to review  
117 applications. Aaron Brown responded that a complication is a mandate for Sketch Plans to be  
118 added to agendas on the next open meeting. Herlihy suggested a requirement for CCC notification  
119 for an application to be considered complete. Pughe suggested means to create the 4 weeks the  
120 CCC is requesting and a simple form that applicants complete, which would trigger CCC  
121 involvement. Lewis pointed out that applications are available online and changes would need to  
122 be made in this format as well. Lewis suggested instructions to the applicant that notice to the CCC  
123 must be given 2 weeks before an application is considered complete. Russell asked about simple  
124 applications that do not require CCC input and reminded the room that mapping of areas of high  
125 public value must accompany applications. Lewack noted that applicants are encouraged to meet  
126 with staff for preliminary reviews. Tenney said the CCC could work off applications with  
127 addresses; predeterminations could be made.

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129 **b. Inclusion of CCC Comments**

130           No discussion of this item.

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132 **c. CCC engagement with applicants**

133           McNally said the CCC is advisory, and the goal is sympathetic communications early on with  
134 developers. This was the intent for the creation of 1-page informational handout on the CCC.  
135 Herlihy agreed with early involvement and creating the understanding that CCC is advisory not  
136 adversarial.

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138 **Other:**

139           Tenney noted that conditional use review should also be considered, not just subdivisions.

141 **Act 250 Process – Notifications, Participation, New Roadway Rule:**

142 Pughe said statutorily, Act 250 notification should be given to the Selectboard and Planning  
143 Commission. Russell is receiving directly from the State. Stuono said all chairs should receive  
144 notice.

145 Pughe said the new Roadway Rule is slated for enactment in 2025. The rule will be  
146 applicable to any single road greater than 800 feet for the length of all roads. Any associated  
147 driveways and combinations greater than 2,000 feet. Pughe asked if preemptive changes should  
148 be made.

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150 **Section 2.8 – Conservation Districts:**

151 Russell would like this item to be considered during the Town Plan update.

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153 **Next Meeting and Action Items:**

154 Action item: determine if open meeting law would apply to a subcommittee to address CCC  
155 recommendations for LURs updates.

156 Next joint meeting scheduled for February 19, 2025, at 7pm.

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158 **MOTION by Brandon Tieso; seconded by JD Herlihy, to adjourn the meeting. VOTE:**

159 **19 ayes, motion carried.** The meeting was adjourned at 9:10pm.

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161 Minutes respectfully submitted:

162 Nicole Burnell, Recording Secretary