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3 **Town of Charlotte**
4 **PLANNING COMMISSION**
5 **Meeting Conducted at Town Hall and via Teleconference**
6 **June 19, 2025**

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8 ***DRAFT – subject to approval by the Planning Commission***

9 **Planning Commission:** Matt Krasnow (Chair/virtual), Robert Bloch (Vice Chair), Bill Stuono, Ken Smith, Linda Radimer. Absent: Carrie Spear, Ashley Berliner.

10 **Staff:** Rebecca Kaplan, Planning and Zoning Assistant, Nicole Burnell, Recording Secretary.

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12 **OTHERS:** Darren Schibler (CCRPC), Kate McCarthy (CCRPC), Paul Plante, Frank Tenney, Charles Russell, Claudia Mucklow, Alexa Lewis, Deirdre Holmes, JD Herlihy.

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15 ***Posted Agenda:***

16 7:00 PM Call to Order
17 7:01 PM Changes to Agenda (if any); Public Comment (for items not on the agenda)
18 7:02 PM Review & approve Draft PC Meeting Minutes: June 5 Meeting
19 7:05 PM CCRPC run-through of final draft of the Land Use Regulations
20 8:45 PM Draft PC Agenda for July 10 Meeting
21 8:50 PM Updates from around Town
22 8:55 PM Town Planner position update
23 9:00 PM Adjourn
24

25 **Call to Order:**

26 Robert Bloch called the meeting to order at 7:03p.m. and asked Bill Stuono to chair the meeting
27 on his behalf.
28

29 **Changes to Agenda (if any); Public Comment (for items not on the agenda):**

30 Charles Russell distributed informational materials from the Vermont League of Cities and
31 Towns (VLCT) on Transferrable Development Rights (TDR), and non-contiguous Planned Residential
32 Development (PRD). Charles also called into question, accessory dwelling units (ADUs) as they relate
33 to duplexes. These topics will be discussed at a future meeting.
34

35 **Review & approve draft PC meeting minutes: June 5 meeting:**

36 **MOTION by Robert Bloch; seconded by Linda Radimer, to approve the PC meeting**
37 **minutes for June 5, 2025, as written. VOTE: 5 ayes, motion carried.**
38

39 **CCRPC run-through of final draft of the Land Use Regulations:**

40 Darren Schibler, Chittenden County Regional Planning Commission (CCRPC), opened the
41 discussion and outlined what has occurred between the Planning Commission and CCRPC thus far, as
42 part of the bylaw modernization grant, and next steps. Part of the next steps will be CCRPC staff, Sarah
43 Muskin, assisting the Planning Commission with the Town Plan update, beginning FY26 which starts
44 July 1st.

45 Darren said that review of the final draft will include review of all changes made to content in
46 Land Use Regulations (LURs). The first notable content change, Section 2.1 Zoning Districts and
47 Zoning Map, the separation of West and East Village Commercial districts.

48 Darren moved to Table 2.1 West Charlotte Village District and discussed content changes to
49 Permitted and Conditional Uses, and Dimensional Standards. For housing related uses, up to 4 units, is

50 Permitted, 5 or more units, Conditional. Darren noted that the distinction between Planned Residential
51 Development (PRD) and Planned Unit Development (PUD) had been removed from the Permitted and
52 Conditional Uses sections. Conditional Uses are subject to Site Plan Review. For clarification, Bill
53 recapped that an applicant proposing a single-family house or duplex, would not be required to undergo
54 Site Plan Review, a permit could be issued by the Zoning Administrator, provided all setbacks and other
55 criteria were met. Darren moved on to say that the maximum square footage for commercial-related uses
56 under Conditional Uses had increased from 3,500 to 5,000. Bill asked how this will be calculated,
57 Darren answered, total floor area. Additional content changes in this section, switching from Minimum
58 Density to Maximum Density, a note to see Section 4.4 for Density and Lot Area standards for
59 Affordable Housing, and a clarification for minor subdivision exemption from the PRD process.

60 Darren said all the above-mentioned content changes were added to the East Charlotte Village
61 District.

62 Darren moved to Table 2.3 West Village Commercial District and noted the purpose statement
63 had been modified. Regarding Permitted and Conditional Uses, up to 5,000 square feet is a Permitted
64 Use, 5,000-10,000 square feet Conditional Use. Some Conditional Uses were moved to Permitted Uses.
65 Darren noted some removal of incompatible items, including Gasoline Station, which was called into
66 question. Consensus to continue to list in the Conditional Uses category. Darren noted that some East
67 Village specific Conditional Uses were moved to the East Village Commercial District and the East of
68 Route 7 restriction was removed. Regarding Dimensional Standards in this section, the same switch
69 from Minimum Density to Maximum Density. The mixed-use density bonus (1 acre per dwelling unit;
70 no density restriction for non-residential portion) was added. Ken Smith asked if there was square
71 footage maximum for the bonus. Darren responded that lot coverage is used to regulate. Linda Radimer
72 asked about height restrictions, Kate McCarthy, CCRPC, noted that all applicable standards still apply,
73 including height restrictions, and that standards have not changed. Bill recapped for clarification
74 purposes, if someone is proposing a mixed-use project in the West Village Commercial District, 1 acre
75 is required. Darren confirmed. Bill noted that this promotes commercial development while allowing for
76 residential growth. Frank Tenney questioned the different Route 7 setbacks. Kate clarified that setbacks
77 were carried forward, not changed, and suggested this could be a future topic for the Planning
78 Commission to address.

79 Darren moved to Table 2.4 East Village Commercial District and noted many similarities. One
80 difference is that the mixed-use density bonus requires 2 acres per dwelling unit.

81 Regarding Table 2.5 Commercial/Light Industrial District, up to 10,000 square feet Permitted
82 Uses, no maximum for Conditional Uses. Bill asked Charles and JD Herlihy if they found an issue with
83 what the CCRPC proposed. Charles responded that he did not. Frank questioned if dwellings should be
84 listed as a Permitted Use in this district. Darren suggested that there might be existing dwellings in the
85 district.

86 Darren noted that no further content changes in the district tables aside from numbering (due to
87 the addition of the East Village Commercial District) and the note to see Section 4.4 for Density and Lot
88 Area standards for Affordable Housing.

89 Darren moved to what is now Table 4.4a Affordable Housing Lot Size & Density Requirements
90 for Existing Lots & Subdivisions. Darren pointed to a change in application requirements. Specifically,
91 Conditional Use Review is no longer mandatory regardless of zoning district as it is now Permitted Use
92 in the East and West Village Commercial districts.

93 Regarding Section 4.7 Day Care Facility, again now a Permitted Use in West Village
94 Commercial district and therefore removal of the mandatory Conditional Use Review.

95 Darren moved to Section 4.12 Mixed Use where the density bonuses for the West and East
96 Village Commercial Districts are now listed.

97 In Section 5.6 Flood Hazard Area Overlay District Review the reference to Table 2.10 was
98 changed to 2.11.

99 Regarding Section 7.3 District Standards, (B) Village & Commercial Districts, Darren said
100 changes reflect the differentiation between major and minor subdivisions. Minor having the option
101 between PRD and PUD review in the Village Commercial Districts. Subsequent review of applicable
102 changes in Section 8.2 Applicability (B) Planned Residential Development (PRD) and (C) Planned Unit
103 Development (PUD) and Section 8.4 Planned Residential Developments [PRDs] (D) Village Standards.
104 Robert questioned if the 50% open space requirement would be a hindrance to development potential in
105 the Village Commercial Districts. Darren and JD Herlihy discussed the importance of retaining this
106 clause. Bill said that a PRD is unlikely in the Village Commercial districts and asked if the PUD
107 requires clustering. Darren explained how a PUD would. Linda asked about limiting driveway length.
108 Darren said in Village Commercial districts outlining what roads are expected to look like is a better
109 approach. Darren then noted dimensional changes made to Section 8.4. (F) PRDs Involving Two or
110 More Parcels (4).

111 Darren moved to Section 9.1 Permits & Approvals and noted the removal of the permit
112 requirement for all structural improvements in the Flood Hazard Area Overlay District.

113 Darren pointed to the addition of Emergency Shelters to Section 10.2 Definitions. Darren said
114 Emergency Shelters were also added to Conditional Uses in both the East and West Village districts.
115 Bill stated preference for East and West Village Commercial districts instead.

116 Bill asked about the next steps. Darren said a clean document will be provided based on edits
117 discussed and this would likely be completed by the end of the week. Bill asked if errors are found,
118 should they be corrected by the Planning Commission. Darren suggested that the CCRPC version be
119 presented to fulfill the bylaw modernization grant.

120 Mapping of Charlotte Village Housing Capacity was reviewed and discussed. Darren then
121 brought up the Future Land Use map in the current Town Plan and asked if changes are intended with
122 the upcoming Town Plan update. Darren pointed out that the CCRPC's Future Land Use map could be
123 adopted by Charlotte as part of their Town Plan update. Kate noted that any changes to Future Land Use
124 maps should reflect changes to policy. Darren added that without significant changes, the CCRPC would
125 adopt Future Land Use mapping for Charlotte. Linda asked if compatibility with neighboring towns is
126 required. Darren confirmed and noted this is part of CCRPC's adoption process. Kate added there are
127 also notification requirements between neighboring towns.

128

129 **Draft PC Agenda for July 10 Meeting:**

130 Bill said he had three items: rediscussing and finalizing the Act 250 processes, group discussion
131 of TDRs, and an update from the Mount Philo Park Ranger. Robert added outlining procedure for the
132 Town Plan update. Robert suggested an analysis of actions items in the current Town Plan and all
133 Planning Commission members rereading the current Town Plan. Bill then suggested reviewing
134 CCRPC's cleaned up LURs document.

135

136 **Updates from around Town:**

137 None.

138

139 **Town Planner position update:**

140 Bill said an offer will be made, and if the candidate accepts, a tentative start date of August 1st.

141

142 **Adjourn:**

143 **MOTION by Robert Bloch; seconded by Linda Radimer, to adjourn the meeting. VOTE: 5**
144 **eyes, motion carried.** The meeting was adjourned at 9:05p.m.

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146 Minutes respectfully submitted:

147 Nicole Burnell, Recording Secretary, with edits by Rebecca Kaplan, Planning and Zoning Assistant.