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3 **Town of Charlotte**
4 **PLANNING COMMISSION**
5 **Meeting Conducted at Town Hall and via Teleconference**
6 **December 5, 2024**

7
8 ***DRAFT – subject to approval by the Planning Commission***

9 **Planning Commission:** Charlie Pughe (Chair), Matt Krasnow (Vice Chair/Virtual), Bill Stuono, Linda Radimer, Carrie Spear. Absent: Robert Bloch.

10 **Staff:** Nate Bareham, Town Administrator, Recording Secretary, Nicole Burnell.

11 **OTHERS:** Paul Plante, Frank Tenney, Charles Russell, JD Herlihy, Claudia Mucklow

12
13 ***Posted Agenda:***

14 7:00 PM Group photo
15 7:02 PM Call to Order
16 7:05 PM Changes to Agenda (if any); Public Comment
17 7:10 PM Review & approve draft PC meeting minutes: November 21 mtg.
18 7:15 PM EV charging, Mixed Use & PUD drafts: fill out worksheet(s); discussion
19 7:45 PM LUR Amends Needed spreadsheet: review/discuss/prioritize
20 8:30 PM Set 2025 hearing date(s) for completed LURs amends drafts
21 8:45 PM Adjourn

22
23 **Group photo:** Tabled.

24
25 **Call to Order:** Charlie Pughe called the meeting to order at 7:02p.m.

26
27 **Changes to Agenda (if any):**

28 Charlie added a motion to approve the Municipal Resolution for the Municipal Planning Grant.
29 Charlie also noted that there was a typo on the agenda regarding date of meeting minutes to approve.

30
31 **Public Comment:** None.

32
33 **Municipal Planning Grant:**

34 **Motion by Bill Stuono, seconded by Linda Radimer, to approve the FY25 Municipal**
35 **Resolution for the Municipal Planning Grant, to recommend that the Selectboard adopt said**
36 **Resolution, and to authorize the Planning Commission Chair, Charlie Pughe, to sign the**
37 **recommendation on behalf of the Commission. VOTE: 5 ayes, motion carried.**

38
39 **Review & approve draft PC meeting minutes: Nov. 21 meeting:**

40 **MOTION by Bill Stuono; seconded by Linda Radimer, to approve the PC meeting minutes**
41 **for November 21, 2024, as amended. VOTE: 5 ayes, motion carried.**

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43 **EV charging, Mixed Use & PUD drafts: fill out worksheet(s); discussion:**

44
45 **EV charging:**

46 Charlie recalled that the intent of this proposed addition to Land Use Regulations (LURs) is to
47 allow the installation of a level 1 or level 2 charger, adjacent to an existing parking area, without
48 needing to apply for a permit. Frank Tenney asked if a permit is currently required. Charlie could not
49 recall the rationale for the proposed addition to LURs given it had been so long since it was last

50 discussed. Frank pointed out the difference between commercial and residential use, such as commercial
51 dedicating parking spaces for charging. In response, Charlie clarified that this is to allow someone to add
52 a charger to an existing home or business. Bill said he finds *adjacent to an existing parking area to be*
53 *problematic*. Charlie suggested editing out adjacent; the charger can be added to an existing parking
54 area.

55

56 Mixed Use:

57 Bill stated concern over the proposed edits as they would allow mixed use in the Rural District.
58 Charlie recalled Bill's concern was the reason the edits were tabled. JD Herlihy added to Bill's concern.
59 JD pointed out that if mixed use is allowed in the Rural District, Home Occupancy would no longer
60 require the business to be owned by the occupant. Which could create a different atmosphere. Charlie
61 said mixed use permitting would still be applicable; the edit would allow someone in the Rural District
62 to apply.

63 Charlie said the proposed edits flip the sentence to list where mixed use can't be done, instead of
64 where it can, and allow in the Rural District.

65 Bill asked if any of the Rural District's conditional uses are not compatible for mixed use in the
66 Rural District. Charlie said that all Rural District conditional uses are possible in the Rural District, the
67 difference would be allowing someone to apply for more than one. Bill then asked if residential housing
68 is part of the mixed use, would the applicant be required to go through the Planned Residential
69 Development (PRD) process. JD cautioned that the Commission should consider what could be done
70 with the 33 conditional uses in the Rural District, not to make decisions based off what is assumed will
71 be done.

72 Bill asked JD if there are sufficient criteria for the Development Review Board to use to deny
73 mixed use in the Rural District when necessary. JD responded that he does not feel so. Matt Krasnow
74 pointed out that wetlands and areas of high public value are constraints to development in the Rural
75 District. Bill said that the recent public engagement from the Village Master Plan project outlined the
76 Town's desire to preserve the Rural District. Charlie said that perhaps the Rural District's existing
77 conditional uses should be reviewed.

78 Matt recalled that the proposed edits are intended to alleviate fragmentation and subdivision in
79 the Rural District.

80 Bill said that not all areas of the Rural District are the same. Some of the conditional uses are not
81 appropriate for all areas.

82

83 **PUD drafts:** Tabled.

84

85 LUR Amends Needed spreadsheet: review/discuss/prioritize:

86 Charlie reviewed that the spreadsheet contains four categories/tabs: Policy fixes, Ambiguities
87 and contradictions, Mirror errors and typos, and Everything else. The spreadsheet should be reviewed
88 and made more concise.

89 Charlie began by reviewing the Topic/focus column in the Policy Fixes tab. Charlie noted that
90 Topics from the Shoreline District and Thompson's Point should be combined. Charlie said the Topic
91 *Driveways, access roads and utility corridors that cross streams and wetlands in the Conservation*
92 *District*, pertains to Act 250's driveway standards. Those two should be combined. Charlie couldn't
93 recall the rationale behind the Topic *Limit sketch plan review*. Charles Russell said that the Zoning
94 Administrator cannot waive sketch plan in some straightforward applications, like a boundary line
95 adjustment. Charlie said the Topics of Transfer of Development Rights and Affordable housing rules
96 should be part of the Village Master Plan project. Charlie couldn't recall the intent of the Topic
97 *Frontage requirements that trigger PRD review for minor subdivisions*. Charlie tabled the Topic

98 *Prohibition on connections to Champlain Water District supply.* Charlie felt that the Topic is a Town
99 Plan issue. Charlie said the Topic *Gas stations – functional limitations* is not a high priority.

100 Charlie moved to the Ambiguities and contradictions tab. The Topic *Accessory Dwelling*
101 *restriction.* Charlie recalled that detached Accessory Dwellings are required to share a driveway. Matt
102 cautioned against being more restrictive than state statute.

103 Charlie suggested suspending further review until the spreadsheet has been reviewed and
104 consolidated.

105

106 **Set 2025 hearing date(s) for completed LURs amends drafts:**

107 Charlie suggested the Commission establish a game plan before setting dates.

108

109 **Adjournment:**

110 **MOTION by Linda Radimer; seconded by Carrie Spear, to adjourn the meeting. VOTE: 5**
111 **ayes, motion carried.** The meeting was adjourned at 8:55p.m.

112

113 *Minutes respectfully submitted:*

114 Nicole Burnell, Recording Secretary, with edits by Nate Bareham, Town Administrator