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3 **Town of Charlotte**
4 **PLANNING COMMISSION**
5 **Meeting Conducted at Town Hall and via Teleconference**
6 **January 5, 2023**

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8 *Approved by the Planning Commission, 1.19.23*

9 **Planning Commission:** Charlie Pughe, Gerald Bouchard, Linda Radimer, Robert Bloch, Carrie Spear. *Absent:* Kyra Wegman, Kelly Devine.

10 **Staff:** Larry Lewack, Town Planner; Nicole Burnell, Recording Secretary

11 **OTHERS:** Frank Tenney, Paul Plante, Liberty Darr; Scooter McMillan (Charlotte News)

12
13 **Posted Agenda:**

14 7:00 PM Call to Order
15 7:02 PM Changes to Agenda (if any); Public Comment
16 7:05 PM Review/Approve draft meeting minutes: for December 15 mtg.
17 7:10 PM Work session on Cannabis standards: review 2nd draft re: conditional uses by
18 district; standards; definitions; next steps
19 7:50 PM Setback waivers, redux: review draft, scope; markups
20 8:10 PM Temporary Use draft & Selectboard call to action
21 8:20 PM PC Rules & Ethics policy: status, next steps
22 8:30 PM CCRPC UPWP & state planning grants: updates
23 8:45 PM Adjourn

24
25 **Call to Order:** Charlie Pughe called the meeting to order at 7:04 p.m.

26
27 **Changes to Agenda (if any); Public Comment:**

28 Robert Bloch added Community Heart and Souls grant initiative to the agenda. No public
29 comments. Larry introduced Nicole Burnell, our new Recording Secretary.

30
31 **Review/Approve draft meeting minutes: for December 15th meeting:**

32 (Unable to act because only three Planning Commission members that attended the 12/15/22
33 meeting are present this evening, hence not a quorum. Will be taken up at the next PC mtg.)

34
35 **Work session on Cannabis standards:**

36 Larry Lewack reviewed proposed conditional uses by district. For the Commercial district,
37 retail removed as not currently permitted. Cannabis cultivation indoor permitted at Tier 1, Tier 2,
38 or Tier 3. Manufacturing and Testing 10,000 – 20,000 square feet. Exceeding 10,000 square feet
39 will require permitting. Charlie asked for clarification on size limits. Tier 1 cannot exceed 1,000
40 square feet, Tier 2 - 2,500, Tier 3 - 5,000. For the Rural district, Charlie noted that the intent is to
41 promote re-use of existing structures. Determination reached, cannabis cultivation indoor
42 permitted at Tier 1, Tier 2, or Tier 3 for existing structures only. Cannabis cultivation outdoor
43 permitted at Tier 1 only. Cannabis Manufacturing permitted for existing structures only. Charlie
44 suggested that the Shoreline district prohibit cannabis cultivation and Linda Radimer agreed.

45 Larry called attention to buffers, specifically that 200 feet would be required between
46 cultivation and nearest residence or existing residential well. Robert suggested a site visit and

47 noted concern that 200 feet may not be sufficient when considering smell. Consensus reached to
48 research further & discuss again.

49 Charlie noted that some of the cannabis business performance standards as written are not
50 meaningful. Larry recalled that Kyra Wegman had offered to research industry standards. Charlie
51 stated he would follow up with Kyra. This section will require further discussion.

52 Charlie suggested that any light spill from indoor cannabis cultivation be prohibited and
53 need for cannabis-specific performance standards. Larry agreed that Town standards on outdoor
54 lighting are vague. Larry referenced screening, proposed to be required in all circumstances.
55 Charlie responded that preexisting structures may not require screening.

56 Regarding waste and wastewater, and plans to increase occupancy, Charlie recommended
57 that permits be secured prior, not after the fact. Gerald Bouchard asked if town permits have an
58 expiration. Larry responded that they do not. However, state licensing requires annual renewal.
59 Part of that state renewal process involves approval from the local Cannabis Control Commission.
60 That, coupled with enforcement of zoning violations, would provide the town with the means to
61 hold businesses accountable if they are out of compliance with conditions of their permit.

62 Larry noted for definition purposes, any cultivation which utilizes artificial lights is
63 considered indoor.

64 Due to time constraints, Charlie suggested deferring several topics to the next mtg.: Setback
65 waivers, redux; Temporary Use draft & Selectboard call to action.

66

67 **PC Rules & Ethics policy: status, next steps:**

68 Charlie noted that much of the policy can be deleted since the Planning Commission no
69 longer issues permits. Regarding conflict of interest, Charlie suggested that providing notice of
70 potential benefit when a topic is introduced would enable participation given the multi-tier
71 system that is in place, which ultimately ends with a town vote. Larry suggested that announcing
72 potential conflict of interest and then abstaining from any vote is cleanest. Charlie will mark up
73 this draft with edits & share the revised draft before our next meeting, so we can review then.

74

75 **CCRPC UPWP & state planning grants: updates**

76 Larry provided an update on a municipal planning grant that he applied for in the amount
77 of \$13,400 to assist in updating bylaws to diversify housing, which is likely to be approved. Larry
78 has been advised by the Regional Planning Commission, to leverage this \$13,400 grant for
79 additional support from CCRPC's Unified Planning Work Program, providing additional funding of
80 up to \$85,000. This proposal will be presented to the Selectboard on January 9th.

81 Robert presented materials on a citizens community development project, Community
82 Heart and Soul. Robert seeks Planning Commission backing before going in front of the
83 Selectboard in February, as there is a partial funding match requirement to the grant. The
84 Planning Commission will discuss during the January 19th meeting to allow for materials Robert
85 presented to be reviewed by Commission members. A kick-off event is planned for January 20 at
86 Charlotte Congregational Church. All are invited.

87

88 **Adjournment:**

89 **MOTION by Charlie Pughe; seconded by Gerald Bouchard, to adjourn the meeting. VOTE: 5**
90 **ayes, motion carried.** The meeting was adjourned at 9:10 pm.

91

92 Minutes respectfully submitted:

93 Nicole Burnell, Recording Secretary, with edits by Larry Lewack, Town Planner