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3 **Town of Charlotte**  
4 **PLANNING COMMISSION**  
5 **Meeting Conducted at Town Hall and via Teleconference**  
6 **January 16, 2025**

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

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

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

11 **OTHERS:** Paul Plante, Frank Tenney, Charles Russell, Darren Schibler, Kate McCarthy.

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13 ***Posted Agenda:***

14 7:00 PM Call to Order  
15 7:01 PM Changes to Agenda (if any); Public Comment (for items not on the agenda)  
16 7:02 PM Review & approve draft PC meeting minutes: January 9 meeting  
17 7:05 PM Review the Table of Uses (working document) for Charlotte’s zoning districts  
18 7:30 PM An introduction and overview of Act 181 by CCRPC  
19 8:30 PM Adjourn

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21 **Call to Order:** Charlie Pughe called the meeting to order at 7:03p.m.

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23 **Changes to Agenda (if any):**

24 Charlie pointed out that the election of the new Chair should occur during the next regular meeting. Charlie is stepping down.

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27 **Public Comment:** None.

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29 **Review & approve draft PC meeting minutes: January 9 meeting:**

30 **MOTION by Linda Radimer; seconded by Carrie Spear, to approve the PC meeting minutes for January 9, 2025, as amended. VOTE: 5 ayes, motion carried.** 1 abstained.

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33 **Review the Table of Uses (working document) for Charlotte’s zoning districts:**

34 Darren Schibler, Chittenden County Regional Planning Commission (CCRPC), said that Charlotte does not have a Table of Uses in their Land Use Regulations (LURs), but many towns do.

35 Darren reviewed proposed changes to Residential Uses. Darren pointed out that many edits to this category are consolidating duplication. Others are to allow additional, comparable residential uses through permitting.

36 Darren suggested removal of the Affordable Housing subcategory and consolidation of the Elderly Housing subcategory. In addition, the proposal to permit Elderly Housing in the West Charlotte Village, East Charlotte Village, and Village Commercial Districts.

37 Regarding the Dwelling/Multi-Family subcategory, again consolidation, and removal of reference to Planned Urban Development (PUD). Darren reviewed that currently, Dwelling/Multi-Family under 5 units are permitted in the West Charlotte Village, East Charlotte Village, and Village Commercial Districts within a PUD. Those at, or exceeding, 5 units, require Conditional Use review.

38 Finally, Darren suggested the removal of the Mobile Home Park subcategory.

39 Darren paused for questions from the Residential category.

40 Bill Stuono referenced proposed changes to the Dwelling/Multi-Family subcategory and asked for clarification on how parking would be regulated. Darren responded that Site Plan Review could be

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50 used. Bill then asked if parking standards should be updated. Darren agreed that parking standards could  
51 be reviewed. Matt Krasnow reminded the Planning Commission that Dwelling/Multi-Family under 5  
52 units are currently permitted in the West Charlotte Village, East Charlotte Village, and Village  
53 Commercial Districts within a PUD. The proposed change is removal of reference to PUD and  
54 subsequent PUD review. This would instead be Permitted with Site Plan Review. Site Plan Review is  
55 where concerns, such as parking, could be addressed.

56 Bill spoke further to the Dwelling/Multi-Family subcategory. He pointed out that currently a 4-  
57 unit multi-family dwelling requires 20 acres. Bill asked if acreage requirements are reduced in the  
58 Villages, wouldn't that result in drastic change. In response, Darren questioned if it makes sense to  
59 require 20 acres for a 4-unit dwelling. Especially given that that Home Act allows two duplexes on 10  
60 acres.

61 Matt asked Darren to explain 24 V.S.A. § 4414(3)(D). Darren summarized: Conditional Use  
62 cannot be denied based solely on undue adverse effect to character of area; one of the Conditional Use  
63 criteria. The other Conditional Use criteria are also included in Site Plan Review. Therefore, it is more  
64 efficient to regulate with Site Plan Review.

65 Again, speaking to the Dwelling/Multi-Family subcategory, Bill acknowledged that an existing,  
66 large home could be converted into a 4-unit dwelling. However, there is potential for a Permitted 4-unit,  
67 large square footage, condominiums. Charlie said that floor area ratio and lot coverage could be  
68 safeguards with smaller lots.

69 Due to time constraints, Darren suggested moving beyond the Residential category and asked for  
70 any final thoughts. Charlie responded to a comment on the Table regarding the Dwelling/Seasonal  
71 subcategory being Permitted in the Shoreland District. Charlie said in the Shoreland District, it is  
72 seasonal dwelling only that is allowed, which is why it is the only District where seasonal is Permitted.

73 Darren moved to the Commercial category. Darren spoke to how the cutoff of 5,000 square feet  
74 footprint, specifically, under 5,000 Permitted, over 5,000 Conditional Use, was reached through  
75 research. Bill stated concern about the proposed use of footprint. Darren suggested that the subcategories  
76 Office, Personal Service, and Retail are similar and could be consolidated. If they remain separate  
77 subcategories, then they should be regulated the same. Darren questioned the subcategory Restaurant  
78 (no drive through). Charlie responded that fast food and drive through go hand-in-hand. Darren  
79 proposed strengthening the rationale for this subcategory.

80 Darren suggested the subcategories Adaptive Reuse and Demolition of an Existing Structure,  
81 under the Miscellaneous category, be flagged for future discussion. Darren quickly pointed out that  
82 requiring Conditional Use for a simple Adaptive Reuse is a high bar, and Demolition being Conditional  
83 Use in the Shoreland Seasonal Home Management District only seems restrictive. Charlie pointed out  
84 that Demolition being Conditional Use in the Shoreland Seasonal Home Management District is because  
85 of Thompson's Point.

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### 87 **An introduction and overview of Act 181 by CCRPC:**

88 Darren opened with an overview. Act 181 was passed during the last legislative session. It is an  
89 update on regional and local planning, with statewide implications. The intent is to maintain the historic  
90 settlement pattern of compact village and urban centers with rural countryside. Darren then reviewed the  
91 agenda.

92 Regarding purpose, Darren said smart growth is at the heart of Act 181's intent and the structure  
93 of the law. Act 181 aligns local, regional and state planning to modernize and increase efficiency.

94 Act 181 created new regional plan requirements including mapping and process changes. Darren  
95 pointed out that land use mapping isn't new. Act 181 creates specific categories and definitions with  
96 state-level review of regional planning.

97 Darren reviewed a table outlining new framework. The table included information on: Regional  
98 plan future land use categories (downtown center, village center, planned growth area, village area,

99 transition, enterprise, resource-based recreation, rural), state designation/community investment (center,  
100 neighborhood), and Act 250 tiers (1A – full exemption from Act 250, 1B – partial exemption from Act  
101 250, 2). Darren and his colleague, Kate McCarthy, then elaborated on Act 250 Tier 1a and Tier 1b  
102 approval processes.

103 Darren explained the interim Act 250 exemptions for housing. These included location-based:  
104 downtown (unlimited units), new town, growth center, and neighborhood development (75 units), PHPs  
105 + ½ of above designated areas (unlimited units), village center + ¼ mile (50 units), transit corridors + ¼  
106 mile (50 units) and type-based: commercial conversion (29 units), accessory dwelling units (1/home),  
107 and hotel/motel conversion to affordable (unlimited units). Darren said the village center + ¼ mile,  
108 commercial conversion, and accessory dwelling units, apply to Charlotte. Kate pointed out that state  
109 permitting is still required for exemptions.

110 Darren then moved to the three tiers of jurisdiction of Act 250. Tier 1A, full Act 250 exemption,  
111 effective 1/1/26, municipalities to take over enforcement of existing Act 250 permit conditions in area of  
112 the municipality suitable for dense development. Tier 1B, 50 units or fewer, effective (rolling), limits  
113 Act 250 jurisdiction to encourage smart growth for housing in areas of the municipality suitable for  
114 dense development. Tier 2 Act 250 status quo, effective 2/15/26, status quo jurisdiction with the addition  
115 of new road rule to reduce sprawl and fragmentation. Tier 3 expanded jurisdiction to be determined  
116 through rulemaking and stakeholder process, effective 2/1/26, enhances jurisdiction to protect  
117 Vermont's most critical natural resources.

118 Darren reviewed Act 250 implementation timeline 2024 – 2027.

119 Darren spoke about the regional plan and Home Act (s.100) housing targets. Housing targets are  
120 required, and the intent is to get specific about housing needs, recommendations, and policies. Darren  
121 elaborated on the CCRPC's proposed approach to housing targets which included: Planning advisory  
122 subcommittee to guide the initial approach, draft method created before targets are published, focus on  
123 total unit, and inclusion of historic trends, infrastructure, municipal plan, zoning, and natural resource  
124 constraints.

125 Kate explained the color-coded legend for the proposed regional plan map. The legend included:  
126 growth center boundaries, downtown district boundaries, new town center boundaries, neighborhood  
127 development area. The regional map was then presented.

128 Darren then moved to the proposed map specific to Charlotte. The map highlighted the West and  
129 East Charlotte Villages. Bill asked Darren if housing targets have been established for Charlotte. Darren  
130 responded that they have not been established yet. Frank Tenney asked if future mapping of Charlotte  
131 will include overlays, such as wetlands. Darren said the fine level of detail is not being captured at the  
132 state level.

133 Darren asked to move to the engagement plan and to review specific outcomes/deliverables.  
134 These included: confirmation that the boundaries of the future land use areas are aligned with local  
135 planning goals, confirmation that Charlotte will request Act 250 Tier 1B for some or all the eligible  
136 areas, and determination of the boundaries of any transition areas where additional planning work and  
137 investment may be needed. Matt spoke to Selectboard engagement regarding Act 250 Tier 1B.

138 Darren then moved to public engagement, which has been extensive in the past year in Charlotte.  
139 Darren reviewed the various community groups that opted out of public engagement, and possible ways  
140 to reach these members. Darren asked for feedback on who the CCRPC should talk to in the coming  
141 months. Charlie suggested that the Planning Commission host a meeting for the CCRPC to present to  
142 the public and ask for comment. Kate asked if there are any natural ways for the CCRPC to interact with  
143 the public. The upcoming Town Meeting and a PTO meeting were among other suggestions.  
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#### 145 **Election of Planning Commission Chair:**

146 Charlie again noted that this was his last meeting, and a new Chair would need to be appointed  
147 during the next regular meeting.

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149 **Adjournment:**

150 **MOTION by Linda Radimer; seconded by Carrie Spear, to adjourn the meeting. VOTE: 6**  
151 **eyes, motion carried.** The meeting was adjourned at 9:25p.m.

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153 Minutes respectfully submitted:

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