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3 **Town of Charlotte**
4 **PLANNING COMMISSION**
5 **Meeting Conducted at Town Hall and via Teleconference**
6 **May 16, 2024**

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

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

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

11 **OTHERS:** Frank Tenney, Charles Russell, Paul Plante, Darren Schibler, Brandon Tieso, Claudia Mucklow, David Adsit, Deirdre Holmes, Alex Buntun.

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14 ***Posted Agenda:***

15 7:00 PM Call to Order
16 7:02 PM Changes to Agenda (if any); Public Comment
17 7:05 PM Election of Commission Chair & Vice Chair
18 7:10 PM Review & approve draft meeting minutes: May 2 PC meeting
19 7:15 PM East/West Villages project: summary of results from outreach; next steps
20 8:15 PM Finalize revised LURs draft: Act 47-mandated changes
21 8:30 PM Finalize(?) Sec. 3.8.b, NC Structures & Sec. 3.1 & setback definition drafts
22 8:50 PM Adjourn

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24 **Call to Order:** Charlie Pughe called the meeting to order at 7:07 p.m.

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

27 Larry Lewack said that he had not included discussion of the Planning Commission's meeting schedule, and suggested that occur following elections tonite. **Agreed.**

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30 **Public Comment:**

31 Charles Russell read from a letter from 1969, addressed to the Planning Commission, from Vermont's Central Planning office. The section Charles read, recognized that Commission's exemplary performance.

32 Frank Tenney asked about the possibility of establishing setbacks for driveways.

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36 **Election of Commission Chair & Vice Chair:**

37 **MOTION by Robert Bloch, seconded by Carrie Spear, to nominate Charlie Pughe as Commission Chair. VOTE: 5 ayes, motion carried.** Charlie Pughe abstained. Linda Radimer had not yet arrived.

38 **MOTION by Carrie Spear, seconded by Robert Bloch, to nominate Matt Krasnow as Commission Vice Chair. VOTE: 5 ayes, motion carried.** Matt Krasnow abstained. Linda Radimer had not yet arrived.

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44 **Planning Commission's meeting schedule:**

45 Larry reviewed current meeting schedule for Charlotte's various boards and noted conflicts. Bill Stuono said that the first and third Wednesdays of the month would provide consistency. Wednesdays would be designated for planning (as the Development Review Board meets on the second and fourth). Further, many community activities, such as school events, are

49 on Thursdays. Kyra Wegman advocated for a daytime meeting as evenings are difficult for parents.
50 Carrie Spear disagreed and spoke to Thursday evenings being longstanding and what all agreed to
51 when volunteering. Matt Krasnow agreed with consistency and proposed one meeting per month
52 for voting. Matt also pointed to the option of remote participation. Charlie cautioned against
53 setting the expectation that online attendance once per month is acceptable. It's a tool if someone
54 cannot be physically present. Charlie proposed revisiting the topic in November, given the 2024
55 schedule has been established.

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57 **Review/approve draft PC meeting minutes: for May 2, meeting:**

58 **MOTION by Carrie Spear, seconded by Bill Stuono, to approve the PC meeting**
59 **minutes for May 2, 2024, as amended. VOTE: 4 ayes, motion carried.** Robert Bloch and Kyra
60 Wegman abstained. Linda Radimer had not yet arrived.

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62 **East/West Villages project: summary of results from outreach; next steps:**

63 Larry said that he had prepared a document for the discussion that summarizes outreach
64 events and methods used throughout the winter and early spring. Larry listed all the different
65 perspectives obtained and said themes emerged. Larry handed the discussion over to Darren
66 Schibler, Chittenden County Regional Planning Commission (CCRPC).

67 Darren listed major themes including that residents appreciate Charlotte the way it is.
68 There is willingness to evolve some, with interest in additional services and housing. Density at an
69 appropriate scale is supported, provided it is appropriate to character of the area. Affordability is
70 important. There is desire for additional community spaces. Speeding is problematic.

71 At this point, Darren asked for questions or comments. Bill asked for summations for the
72 April 11th workshops held for residents of both Villages, as he was unable to locate these
73 documents online. Bill noted that, based on his recollection of the East Village residents listening
74 session, most folks were not overly interested in creating housing there, and there is concern for
75 pedestrian safety. Darren responded that those meeting summaries exist and still need to be
76 edited for clarity, but that general themes from those meetings have already been incorporated
77 into Larry's summary. Darren agreed with Bill's points and said there some differences in opinion
78 between those that live in the Villages, versus those that do not. (*Ed. note: about 2/3 of survey*
79 *respondents do not live in the villages.*) Bill asked a follow-up question regarding differences
80 between the two Villages, and if so, would those differences be reflected in zoning bylaws. In the
81 East Village, there is preference for less development, increased community spaces, and
82 walkability. The West Village is viewed as more of the focal point for services, and has more
83 potential for housing. Frank Tenney agreed that the two Villages are different, and should be
84 treated differently in the redrafted zoning bylaws.

85 Frank asked about why the West Village zoning rules are different on either side of the
86 Route 7 divide. Larry agreed there are differences between the two sections in Land Use
87 Regulations (LURs); he's unsure about the history of that. He noted that in the meeting with west
88 village residents, they identified a need for a signalized crosswalk to allow for safe passage of
89 pedestrians and bicycles across Route 7. Frank then asked how to initiate a Village speeding limit.
90 Charlie suggested the Selectboard act now to enact lower speed limits, put up signage to that
91 effect, and noted that tickets can still be issued, even if they are dismissible in traffic court.

92 Darren returned to the document Larry created, and discussed concerns with
93 infrastructure. Specifically, lack of water and wastewater in the Villages. Potential for
94 development of these capacities will be addressed in the villages concept plan.

95 The next topic was a concern about rural sprawl. He noted this is outside the scope of this
96 project, but was flagged as needing attention.

97 Darren moved to Village boundaries, which are generally viewed as more expansive than
98 actual current village zoning district boundaries.

99 Darren said outreach noted that Charlotte has a reputation as a community hostile to
100 development. However: only about 3-10% of survey respondents said they do not favor any type
101 of housing or commercial growth in the villages. Frank asked for information on what current
102 LURs allow for development. Larry said that he wrote an article on the impact of Act 47 mandated
103 changes on the prospects for potential construction of new housing, which appears in today's
104 edition of the *Charlotte News*. Darren agreed that there is already current potential for
105 development in the Villages, and it's unclear why it's not happening yet.

106 The final theme Darren discussed, was support for a Park & Ride in or near the West
107 Village. Design concepts, with actual drawings, will be included in the forthcoming concept plan.

108 Matt asked Darren for a comparison of development in small towns like Charlotte. Darren
109 said the CCRPC is working on this.

110 Next steps are listed in Larry's document. Charlie suggested the proposed timelines spelled
111 out under next steps may be unrealistic. Darren acknowledged the current timeline is ambitious.
112 Darren noted a financial incentive in the grant for adhering to the timeline, which Charlie pointed
113 out is a penalty if not met.

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115 **Finalize revised LURs draft: Act 47-mandated changes:**

116 Larry listed changes made since the last meeting including his misreading of Act 47 that the
117 Development Review Board could not apply certain kinds of conditional use and site plan review
118 standards to housing projects. This incorrect, thus was removed in this draft. An emphasis that in
119 Section 4.4 *both* public wastewater *and* public water supply are needed for affordable housing
120 projects to qualify for height bonus. Complete tables regarding dimensional standards in Tables
121 2.1 – 2.6. Consistency in header for Tables 2.1-2.7. The proposed definitions were revised, vs.
122 adding new definitions.

123 Charlie questioned the proposed definition for duplex. Larry said it came from state statute.
124 Statute reviewed, and discrepancy noted. Charlie said that he is not in favor of defining duplex.
125 Matt suggested that duplex be added to *dwelling/two family* with a colon. Subsequent debate over
126 the definition. Robert Bloch proposed a link to state statute. Larry confirmed that this is possible.

127 *Next steps:* Larry will create clean version, distribute, and the Commission will vote on at
128 the next meeting.

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130 **Finalize(?) Sec. 3.8.b, NC Structures & Sec. 3.1 & setback definition drafts:**

131 Agenda item tabled.

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133 **Adjournment:**

134 **MOTION by Robert Bloch; seconded by Kyra Wegman, to adjourn the meeting. VOTE:**
135 **7 ayes, motion carried.** The meeting was adjourned at 9:04 p.m.

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137 *Minutes respectfully submitted:*

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