

1 **Town of Charlotte**
2 **PLANNING COMMISSION**
3 **Meeting Conducted at Town Hall and via Teleconference**
4 **May 2, 2024**

5
6 ***DRAFT – subject to approval by the Planning Commission***
7

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

10 **Staff:** Rebecca Kaplan, P&Z Clerk, Recording Secretary, Nicole Burnell.

11 **OTHERS:** Frank Tenney, Charles Russell, Paul Plante, Matt Citarella, Deb Preston.
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 Election of Commission Chair & Vice Chair
17 7:15 PM Continue markups to LURs draft: Act 47-mandated changes
18 7:40 PM Finalize(?) Sec. 3.8.b, NC Structures & Sec. 3.1 & setback definition drafts
19 8:10 PM Discuss & mark up draft LURs revisions to Sec. 9.7 (continued)
20 8:40 PM Review & approve draft meeting minutes: April 18 meeting
21 8:45 PM Adjourn
22

23 **Call to Order:** Charlie Pughe called the meeting to order at 7:10 p.m.
24

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

26 Charlie asked for a discussion on how to increase the Planning Commission's efficiency.
27 Charlie suggested that the election of Chair and Vice Chair be postponed until May 16th in hopes of
28 higher attendance.
29

30 **Public Comment:** None.
31

32 **Discussion on how to increase efficiency:**

33 Charlie proposed review of draft minutes be moved to the top of the agenda going forward.
34 Review of minutes would serve as a refresher. Consensus to make this change effective
35 immediately.

36 The next point Charlie made was to assign tasks to Planning Commission members, at the
37 end of each section under review.

38 Regarding edits to Land Use Regulations (LURs), working drafts that have been redlined
39 become difficult to follow. Charlie said edits should be agreed upon, the latest version presented.
40 Charlie asked that the Town Planner stop creating drafts.

41 Charlie asked for a complete Table when the Table is up for edit.

42 Charlie said edits shouldn't be made by the Town Planner/Zoom host, someone else should
43 be responsible for edits during meetings.

44 Charlie stated that revisiting topics should stop, along with using outlandish situations as a
45 basis to not move forward.

46 Charlie said that adding definitions is problematic. The intent is to be helpful but could
47 cause conflict in the future if/when state statutes change.

48 Bill Stuono suggested changing the day of the week the Planning Commission meets to
49 either Tuesday or Wednesday. Charlie noted Bill's suggestion as an agenda item for the May 16th
50 meeting.

51
52 **Review/approve draft PC meeting minutes: for April 18, meeting:**

53 Initially, there was not a quorum. Later, Linda Radimer arrived.

54 **MOTION by Matt Krasnow, seconded by Carrie Spear, to approve the PC meeting**
55 **minutes for April 18, 2024, as amended. VOTE: 4 ayes, motion carried.** Bill Stuono abstained.

56
57 **Election of Commission Chair & Vice Chair:**

58 Agenda item tabled.

59
60 **Continue markups to LURs draft: Act 47-mandated changes:**

61 Charlie reviewed edits to Table 2.1 – 2.6. Bill asked for clarity on *use*; are two commercial
62 uses within the same building permitted. Charlie responded that two commercial uses fall under
63 one use: commercial.

64 Charlie moved on to Section 3.6 (A) and reviewed edits. Charlie moved to 3.6 (C) and said
65 redundancy is the rationale for deletion of the section.

66 Charlie reviewed the cleanup of *public facilities* language in Table 2.1 -2.5. Consensus to add
67 language to Tables 2.6 and 2.7 for consistency.

68 Charlie moved to the affordable housing height bonus. Charlie reviewed that if someone
69 was to build an affordable housing project, served by municipal water and sewer, an additional
70 floor above the district limit would be permitted. Matt questioned the height of floor, which is not
71 defined. Bill asked where town water is available. Charlie responded that there is not currently a
72 public water supply. Bill stated concern over the requirement for both municipal water *and* sewer
73 changing to municipal water *or* sewer. Further edits under affordable housing, are the removal of
74 prejudicial design requirements.

75 Charlie reviewed changes to Table 4.2. The addition of emergency shelters, permitted in
76 any district.

77 Charlie moved to housing non-discrimination in conditional use & site plan reviews. Charlie
78 said that the addition of the sentence: except for residential developments in the Village districts is
79 incorrect. Charlie proposed that Town Planner, Larry Lewack, explain his position for adding.

80 Charlie reviewed edits appeal rights to Development Review Board decisions. Charlie
81 pointed out a slight deviation (address versus include) from state statute and suggested
82 correction. Frank Tenney proposed breaking up the paragraph to separate the various appeals.

83 Charlie moved to the definitions section. Charlie proposed that the definitions are not
84 added. Matt said that duplex – see statue statute, would suffice, and doesn't need to be added to
85 dwelling/two family. Charlie said anything unique to Charlotte is what should be defined. Through
86 discussion, it was concluded that duplex would replace two family and state statute definition for
87 multi-unit dwelling would be used. Charlie questioned if emergency shelter needs to be defined.
88 Consensus to remove.

89
90 **Finalize(?) Sec. 3.8.b, NC Structures & Sec. 3.1 & setback definition drafts:**

91 Agenda item tabled.

92
93 **Discuss & mark up draft LURs revisions to Sec. 9.7 (continued):**

94 Agenda item tabled.

95

96 **Adjournment:**
97 **MOTION by Matt Krasnow; seconded by Linda Radimer, to adjourn the meeting.**
98 **VOTE: 5 ayes, motion carried.** The meeting was adjourned at 8:45 p.m.
99
100 *Minutes respectfully submitted:*
101 Nicole Burnell, Recording Secretary, with edits by Larry Lewack, Town Planner