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**TOWN OF CHARLOTTE
PLANNING COMMISSION
JUNE 18, 2015**

APPROVED

Minutes are subject to correction by the Charlotte Planning Commission. Changes, if any, will be recorded in the minutes of the next Planning Commission meeting.

MEMBERS PRESENT: Jeff McDonald, Chair; Peter Joslin, Gerald Bouchard, Charles Pughe, Paul Landler, Donna Stearns. **ABSENT:** Marty Illick.

ADMINISTRATION: Jeannine McCrumb, Town Planner/Zoning Administrator.

OTHERS: Michael Russell, David Marshall, Howard Seaver, Brett Sigurdson, Charlotte News, and others.

AGENDA ITEMS:

- **7:05 PM Energy Facility Siting Standards Work Session**
- **8:00 PM Village Uses and Wastewater Capacity –Informational Discussion**
- **8:55 PM Other business: Mail; Upcoming agenda; Town Party Table Ideas**

CALL TO ORDER

Mr. McDonald, Chair, called the meeting to order at 7:00 p.m.

APPROVAL OF REGULAR AGENDA / CONSENT AGENDA

Consent Agenda: Mylar(s) to be signed.

The Planning Commission members reviewed and approved a draft Senior Center decision letter and signed the document.

Mr. McDonald signed two Mylars.

PUBLIC COMMENT

None.

REVIEW MINUTES FROM PRIOR MEETING (6/4/15)

MOTION by Mr. Joslin, seconded by Mr. Bouchard, to approve the Planning Commission minutes of 06/04/2015 as written, with the following edit:

- **Page 3, lines 112-113 – change to read “...neighbors how long a Casella dumpster located at the end of the road had been in use.”**

VOTE: 4 ayes, 2 abstentions (Mr. Landler, Ms. Stearns), 1 absent (Ms. Illick); **motion carried.**

ENERGY FACILITY SITING STANDARDS WORK SESSION

There was discussion regarding a draft Energy Facilities Siting Standards document.

TALKING POINTS:

- 47 • Identified state minimum setback requirements for solar arrays. Town setbacks
- 48 applied as per regulations.
- 49 • Add language for a two step regulatory approach in the Charlotte Town Plan and
- 50 in Town regulations regarding screening and landscaping; for example, add a
- 51 section for Out of Ordinary Uses.
- 52 • Clarify if screening and landscaping plans could be reviewed under Site Plan
- 53 review.
- 54 • Clarify excluded areas, such as easements, and uses related to scale and context.
- 55 • Gather additional information regarding specific use standards related to lot area
- 56 coverage, scenic views and vistas.
- 57 • Discuss scale, context and visual issues as criteria of ‘orderly development’
- 58 and/or impervious areas.
- 59 • Add esthetic representation of a solar array facility to the criteria.
- 60 • Regarding lot coverage calculation(s), a suggestion was made to consider
- 61 identification of open space first and the remaining area as the solar array space.
- 62 • Review the project as a whole, and notate that open space was for the “life of the
- 63 project”.
- 64 • Add a section regarding historic structures and historic districts: “impacts to be
- 65 avoided” in an Excluded Areas section (address utilizing Town of Waitfield
- 66 language, Town Plan language, or a historic consultant), identify historic areas in
- 67 Charlotte including residences and historic structures, such as Thorp Barn.
- 68 • Update the Charlotte Town Plan, Chapter 10, Energy, and Town regulations in
- 69 parallel with the Energy Facility Siting Standards.
- 70 • Map areas suitable for energy facilities as a future strategy.

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72 *NEXT STEPS:*

- 73 • Schedule a work session for July 2, 2015, Energy Facility Siting Standards.
- 74 • Ms. McCrumb to send an updated draft Energy Facility Siting Standards
- 75 document to the Energy Committee for review and input.

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77 **VILLAGE USES AND WASTEWATER CAPACITY –informational discussion**

78 Ms. McCrumb handed out copies of a draft West Charlotte Wastewater report, dated
 79 06/18/2015, for Planning Commission review.

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81 *TALKING POINTS:*

- 82 • Identifying a potential West Village Wastewater district that could include the
- 83 West Village area along Ferry Road (from the Route 7/Church Hill Road
- 84 intersection going westerly and an additional section of Greenbush Road).
- 85 • Consider reserving a portion of Town septic capacity as a resource to replace
- 86 failed septic systems in the West Village, or as a way to address other public
- 87 health issues.
- 88 • Gather data related septic capacity needs for commercial uses; for example, a 50
- 89 seat restaurant versus a 3-bedroom residence.
- 90 • Determine how to encourage use of Town wastewater capacity and providing for
- 91 seed funding to develop more capacity on Town lands; for example, selling ‘x’

- 92 amount of Town septic capacity for a commercial use, and then using that amount
- 93 as seed funding for further septic capacity development/study.
- 94 • Clarify how to keep secondary impacts of a wastewater system from infiltrating a
- 95 neighboring well/septic system.
- 96 • Research Wastewater Allocation Ordinance (Selectboard task with input from the
- 97 Planning Commission), and Town Plan language regarding goals related to
- 98 village growth to provide guidance and use of a Town resource.
- 99 • Create seed money via investment of the current pump station and force main.
- 100 • Utilize economic incentives, or subsidies to grow the West Village (may mean
- 101 more commercial build-out versus residential).
- 102 • Consider phased septic allocation.
- 103 • For certain situations, such as the Children’s Center, consider options, such as
- 104 compartmentalizing septic capacity that was ‘use’ needed, or design a ‘flow
- 105 splitter’ system for an existing on-site system – one pipe directed flow to an on-
- 106 site system and a second pipe directed flow elsewhere.
- 107

108 *NEXT STEPS:*

- 109 • Recommend that the Selectboard discuss public policy issues and consider master
- 110 planning and designation of a Village Center, with language included in the Town
- 111 Plan.
- 112 • Consider allocation capacity for commercial development as a concept to use
- 113 existing capacity to seed funding for extended capacity.
- 114 • Recommend a target capacity maximum of 6,499 gpd as a desirable approach
- 115 without changes, except for new subdivision applications.
- 116 • Explore a septic capacity reserve as a resource to replace failed septic systems in
- 117 the West Village, or as a way to address other public health issues.
- 118 • Seek to re-establish a Wastewater Committee via the Selectboard: “The Planning
- 119 Commission supports the tools that support Town Plan goals. Re-establishing the
- 120 Wastewater Committee was recommended.” The committee could be charged to
- 121 identify the number of failed systems in the West Village, make recommendations
- 122 related to economic development, a reserve capacity need, and long term plan to
- 123 build for a future 15,000 gpd system.
- 124 • Investigate creation of a commercial use rate and a residential use rate.
- 125

126 **OTHER BUSINESS**

127 **Mail**

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129 **Upcoming agenda**

- 130 • Next Planning Commission meeting – July 2, 2015. Agenda items – Waldorf
- 131 School Solar Array; Update to the Town Plan work session – Subdivision
- 132 Regulations, permitted uses and conditional uses.
- 133

134 **Town Party Table Ideas**

- 135 • Draft Town Plan
- 136 • Burns Property discussion
- 137

138 **ADJOURNMENT**

139 The meeting was adjourned at 9:13 p.m.

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141 Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary.

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