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**TOWN OF CHARLOTTE
PLANNING COMMISSION
AUGUST 7, 2014**

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; Gerald Bouchard, Paul Landler, Peter Joslin, Marty Illick. **ABSENT:** Donna Stearns, Linda Radimer.

ADMINISTRATION: Jeannine McCrumb, Town Planner/Zoning Administrator.

OTHERS: Bruce Williamson, Noah Weisman, Robert Mack, Carrie Spear, Dean Bloch, Libby James, and others.

AGENDA ITEMS:

7:01 PM: Approval of Regular Agenda / Consent Agenda

Consent Agenda: Approval of sketch letter for Grayson/Keppel

7:25 PM: PC-14-12 Final Review for a Boundary Adjustment between Ranger, Karen, Carter Curran & Collin Branley at 1735 Lake Road and Thomas & Kristine Larson at 1007 Lake Road. Applicant has requested another continuance.

PC-14-13 Continuation of Hearing for Nordic Holsteins/Hinsdale Testamentary Trust Final Subdivision/Boundary Adjustment for properties located at 1824 Hinesburg Road and portion of adjacent Bean Farm. Applicant has requested another continuance.

7:35 PM: Informal discussion Re: Zoning; Tony Cairns – Citgo Lot Ryan Williamson – Bushey (i.e. Milkman) Lot

8:05 PM: Request for Support Municipal Planning Grant – West Charlotte Village Wastewater System Policy/Ordinance

8:25 PM: Informal discussion Re: Nordic/Hinsdale Lot Layout Alternatives

8:45 PM: Deliberation

9:00 PM: Upcoming schedule

CALL TO ORDER

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

APPROVE REGULAR AGENDA AND CONSENT AGENDA

The agenda was approved.

Consent Agenda:

Approval of sketch letter for Grayson/Keppel was deferred for further discussion in Deliberative Session.

PUBLIC COMMENT

None.

MINTUES: June 19 and July 3, 2014

Approval of the minutes of June 19th was deferred due to a lack of quorum.

48 **MOTION by Mr. Landler, seconded by Ms. Illick, to approve the Planning**
49 **Commission minutes of July 3, 2014 as written, with the following edits:**

- 50 • **Page 2, line 66 – change the sentence to read “Four Planning Commission**
51 **....Ms. Radimer, Mr. Bouchard..., and Joanna Cummings, Conservation**
52 **Commission member conducted a...property on Saturday, June 28th.”**
- 53 • **Page 5, line 192 – delete the words “...she need to amend...” and replace**
54 **with “...would the Town Plan need to be amended.”**
- 55 • **Page 6, line 236 – add “9:00 p.m.”**

56 **VOTE: 5 ayes, 2 absent (Ms. Stearns, Ms. Radimer); motion carried.**
57

58 **PC-14-12 FINAL REVIEW FOR A BOUNDARY ADJUSTMENT BETWEEN**
59 **RANGER, KAREN, CARTER CURRAN & COLLIN BRANLEY AT 1735 LAKE**
60 **ROAD AND THOMAS & KRISTINE LARSON AT 1007 LAKE ROAD.**
61 **APPLICANT HAS REQUESTED ANOTHER CONTINUANCE.**

62 Ms. McCrumb reported that an e-mail from Tom Larson was received requesting a
63 continuance.
64

65 **PC-14-13 CONTINUATION OF HEARING FOR NORDIC**
66 **HOLSTEINS/HINSDALE TESTAMENTARY TRUST FINAL**
67 **SUBDIVISION/BOUNDARY ADJUSTMENT FOR PROPERTIES LOCATED AT**
68 **1824 HINESBURG ROAD AND PORTION OF ADJACENT BEAN FARM.**
69 **APPLICANT HAS REQUESTED ANOTHER CONTINUANCE.**

70 Ms. McCrumb reported that Clark Hinsdale III requested a continuance.
71

72 **MOTION by Mr. Joslin, seconded by Ms. Illick to continue PC-14-12, Final Review**
73 **for a Boundary Adjustment between Ranger, Karen, Carter Curran & Collin**
74 **Branley at 1735 Lake Road and Thomas & Kristine Larson at 1007 Lake Road; and**
75 **PC-14-13, for Nordic Holsteins/Hinsdale Testamentary Trust Final**
76 **Subdivision/Boundary Adjustment for properties located at 1824 Hinesburg Road**
77 **and a portion of the adjacent Bean Farm to November 6, 2014.**

78 **VOTE: 5 ayes, 2 absent (Ms. Stearns, Ms. Radimer); motion carried.**
79

80 **INFORMAL DISCUSSION RE: ZONING - TONY CAIRNS – CITGO LOT RYAN**
81 **WILLIAMSON – BUSHEY (I.E. MILKMAN) LOT**

82 Bruce Williamson and Noah Weisman explained a proposal by Ryan Williamson to
83 renovate an existing building on the Bushey lot, also known as the “Milkman” lot, for an
84 auto service business. Ryan was asking to use part of the lot in back of the building to
85 park cars. The cars would not be sale cars, stated Mr. Williamson.
86

87 Mr. Williamson submitted a colored photographic image of the lot for Planning
88 Commission review, and pointed out space for a proposed parking area of 1,500 square
89 feet.
90

91 Noah Weisman clarified that the business was for a small homegrown car dealership and
92 repair service. There would be up to 30 cars on the lot. Ryan would not have flags,
93 balloons, or other items posted along the roadway, said Mr. Weisman.

94

95 Ms. McCrumb reviewed current regulations that limited parking for a sales or service
96 business in that area to 1,500 square feet. It was a zoning issue. A request for a square
97 footage change would come before the Planning Commission, said Ms. McCrumb.

98

99 Ms. McCrumb handed out a site map with a rectangular area outlined in yellow that
100 represented 4,200 square feet. A 1,500 square foot parking area would only accommodate
101 10-15 cars, explained Ms. McCrumb.

102

103 There was discussion regarding the lot, which was in the commercial zone; clarification
104 related to the exact acreage of the Bushey/Milkman lot (Mr. Weisman said the lot might
105 be just over an acre in size); and an interpretation of the motor vehicle sales and service
106 facilities regulations, Section (f)(1) of the Village Commercial District, page 9, and
107 Zoning Regulations, Section 4.1.4, Specific Use Standards. Ms. McCrumb read the cited
108 regulations, which contradicted each other. Section 4.1.4 said that a business couldn't
109 have any more than 20,000 square feet that applied to every district versus Section (f)(1) -
110 that a facility shall not exceed 10,000 square feet in area.

111

112 Ms. McCrumb reviewed that the square footage area was limited to 1,500 square feet
113 currently in that district. The existing building was 2,000 square feet. The required
114 exterior parking space for 30 cars was estimated at 4,200 square feet. A maximum of 40
115 percent lot coverage would trump the 20,000 square footage zoning number in that
116 district. The lot was an acre more or less. Ryan was not expanding the building square
117 footage. He was looking for 4,500 square feet of outdoor display parking, said Ms.
118 McCrumb.

119

120 There was further discussion regarding questions on a calculation of a maximum
121 footprint for the probable 1.4 acre lot; questions if Root Road was a public or private
122 right-of-way (Ms. McCrumb explained that a portion of Root Road was a Class IV town
123 road starting at Churchill Road.); and if a town road located within a lot was counted in
124 the lot square footage, or not.

125

126 **TASKS:**

- 127 • Staff to research a history of zoning and land use regulations related to the 1,500
128 square foot exterior display limitations for the commercial district.
- 129 • Staff to research total acreage for the Bushey/Milkman lot, and identify exact
130 boundaries.
- 131 • Staff to research and identify exactly where the Town right-of-way was located
132 versus the private portion, and if any part of a business could be contained in the
133 Town right-of-way.
- 134 • Clarify how the whole are of the Bushey/Milkman lot fits into an overall plan.
- 135 • Clarify if a septic "disturbed" area was included in a calculation for a building
136 footprint.

137

138 The Planning Commission thanked Mr. Williamson and Mr. Weisman for their input.

139

140 **REQUEST FOR SUPPORT MUNICIPAL PLANNING GRANT – WEST**
141 **CHARLOTTE VILLAGE WASTEWATER SYSTEM POLICY/ORDINANCE**

142 Mr. Bloch, Town Administrator, reviewed an opportunity to submit a state municipal
143 planning grant application regarding a proposed West Village wastewater system to
144 service septic needs in the West Village. The grant would pay for a consultant to assist
145 the Town in determining policies for a fee structure, hook up process, and gallons per
146 property, as well as examining drainage issues in the West Village. The Selectboard has
147 expressed support for the grant application. Support from the Planning Commission was
148 requested, said Mr. Bloch.

149

150 Mr. Landler suggested that any septic planning should focus on the economics and
151 affordability for septic hookup and fees. Mr. Bloch explained that the resulting work
152 would be usable as a draft policy and potential ordinance. Implementation was a part of
153 the scope of work, said Mr. Bloch.

154

155 Mr. McDonald suggested that the Town might qualify for USDA funding if fees were
156 kept in an affordable range.

157

158 **MOTION by Mr. Joslin, seconded by Ms. Illick, to support submission of a**
159 **municipal planning grant for a West Charlotte Village Wastewater System**
160 **policy/ordinance.**

161 **VOTE: 5 ayes, 2 absent (Ms. Stearns, Ms. Radimer); motion carried.**

162

163 Mr. Mack expressed concern that Town owned septic capacity might be used entirely
164 within the West Charlotte Village and that no capacity would be retained for use outside
165 the West Village area.

166

167 Ms. Illick asked if the proposal had been publically vetted. Mr. Bloch replied that public
168 outreach/engagement was built into the grant application. The topic would appear on a
169 Selectboard agenda next month, said Mr. Bloch.

170

171 **INFORMAL DISCUSSION RE: NORDIC/HINSDALE LOT LAYOUT**
172 **ALTERNATIVES**

173 Ms. McCrumb handed out copies of a memo from Clark Hinsdale III, dated 08/07/2014,
174 related to the Charlotte Solar Farm lot to the Planning Commission members for review.

175

176 Mr. Landler noted that Mr. Hinsdale did not address the fact that when the PBS approved
177 the Charlotte Solar Farm, LLC application, it was for a lease of the property. When the
178 solar operation lease ended the property would return to Mr. Hinsdale as an agricultural
179 use, said Mr. Landler.

180

181 There was discussion regarding the lease to Charlotte Solar Farm, LLC, a current
182 Hinsdale proposal to sell the property; and the Sketch Plan process.

183

184 Mr. Joslin suggested that the property could be subdivided into two lots – one lot in the
185 rear and one conserved agricultural lot in front.

186

187 Mr. Bouchard expressed agreement with Mr. Joslin's suggestion.

188

189 Ms. Illick said that if the boundary line between the Bean Farm and the LeClair lot was
190 removed then the LeClair lot, minus the Solar Farm area, could be included in the Bean
191 Farm easement. It would become permanently protected. Clark was using both the
192 agricultural fields for his heifers now, said Ms. Illick.

193

194 Ms. Spear pointed out that during the discussions of an East Village district planning
195 session Clark had proposed subdividing the property for housing. The property was close
196 to the East Village, said Ms. Spear.

197

198 Mr. McDonald said that the Planning Commission had asked for a master plan. There
199 was a forested area in the back of the property that might have a higher value than the
200 front piece. Septic was located off Spear Street, said Mr. McDonald. Ms. McCrumb said
201 that the state may have input on a part of the area that was Clayplain forest.

202

203 Ms. McCrumb would draft a letter with the discussion, comments and proposed
204 solutions.

205

206 **DELIBERATION**

207 **MOTION by Ms. Illick, seconded by Mr. Landler, to recess the regular Planning**
208 **Commission meeting and enter Deliberative Session to discuss the Grayson/Keppel**
209 **Sketch Plan Letter where premature public knowledge might place the Town at a**
210 **disadvantage.**

211 **VOTE: 5 ayes, 2 absent (Ms. Stearns, Ms. Radimer); motion carried.**

212

213 The Planning Commission recessed the regular Planning Commission meeting and
214 entered Deliberative Session at 8:23 p.m.

215

216 **UPCOMING SCHEDULE**

217 The Planning Commission discussed a schedule.

218

219 **ADJOURNMENT**

220 The Planning Commission meeting was adjourned at p.m.

221

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

223