

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
AUGUST 27, 2018**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Carrie Spear, Frank W Tenney, Fritz Tegatz. **ABSENT:** Matthew Krasnow.

**PLANNING COMMISSION MEMBERS:** Peter Joslin, Charlie Pughe, Gerald Bouchard, Richard Eastman. **ABSENT:** Marty Illick, David Kenyon, Shawn Coyle.

**ADMINISTRATION:** Dean Bloch, Town Administrator.

**OTHERS:** Dick St George, Rob Mullin, Robert Mack, Michael Russell, Kate Lampton, Peter Richardson, Nancy Wood, Moe Harvey, Stuart Bennett, Hugh Lewis Jr, John Kerr, Melanie Peyser, Madeline Hughes, The Citizen; and others.

**AGENDA ITEMS:**

- 6:00 PM Private road and driveway standards
- 7:05 PM Selectboard updates
- 7:15 PM Remo and Donna Pizzagalli—Open Space Agreement
- 7:25 PM Request to CCRPC for technical assistance for Lane’s Lane drainage problem
- 7:35 PM Charlotte Housing Trust Fund Grant Program—update to Policies and Procedures
- 8:00 PM VLCT Annual Meeting—select voting delegate
- 8:15 PM Vermont Community Leadership Summit
- 8:30 PM Minutes: July 30, August 13

**CALL TO ORDER**

Mr. Morrison, Selectboard Chair, called the Selectboard meeting to order at 6:04 p.m.

Mr. Joslin, Planning Commission Chair, called the Planning Commission meeting to order at 6:04 p.m.

**PRIVATE ROAD AND DRIVEWAY STANDARDS**

Mr. Bloch reviewed a proposal to update 1997 private road and driveway standards, which are referenced in the Town Land Use Regulations. The proposal will address wider and larger dead end turnarounds to handle emergency vehicles, and increased storm water runoff on impervious surfaces, said Mr. Bloch.

CVFRS Fire Chief St George said that many homes don’t meet the 1997 standards. There are homes with driveways barely wide enough for the fire trucks now.

There was discussion regarding the roles of the Fire Department, Planning Commission (PC), Town Planner and the Zoning Board of Adjustment (ZBA) related to driveway/road way widths, lengths and gravel depths; the Planning Commission and the Town Planner reviews driveways for subdivision applications, building envelopes, structures, and

setbacks, the ZBA reviews building locations and set backs; and concerns related to the slope percentage, driveway width and depth of gravel required to support fire trucks that weigh up to 50,000 pounds.

*SUGGESTIONS:*

- Engage an engineer to review road standard requirements regarding road length, stone base, road fabric needs, etc
- Recognize that the newer fire trucks have a wheel base of 195” that require wider roadways, a minimum 80’ turn radius versus the current 40’ radius, or a 1,600 square foot, 40’X40’ hammerhead turn around if a driveway is more than 500’ long
- Concerns that if a fire truck can’t get within 100’ of a building then no hose will reach that building
- Concerns that current larger home sizes necessitate mutual aid call outs
- Consider installing outdoor lock boxes for keys to avoid forced entries related to alarm systems

*CHANGES:*

- 1<sup>st</sup> paragraph, length of driveways/access roads that serve 6 or more houses consider gravel depth of 18” deep and 18’ wide
- Length of driveways longer then 800’ - change to 500’,
- Increase the number of ‘bump-outs” (or passing lanes) required for driveways longer then 500’, change the bump-out (or passing lane) size from the current 12’X35’ to 15’X50’; or if a driveway/road length nears 500’ require a bump-out (or passing lane) located at the half way point
- Change the overhead clearance to meet a 12’ “box” height for fire trucks versus 10’
- Change the current 14’ width to 18’ wide
- Adjust standards for residential/commercial sprinkler systems and alarm systems if the driveway/road way slope grades are over 8 percent, and for sprinkler systems to provide water for 10 minutes or 30 minutes for a 13-R sprinkler system
- Consider new homes or commercial buildings of over 3,200 square feet to be sprinklered, and update the PC and ZBA on new guidelines
- Add a line for minimum culvert lengths for curb cuts on the permit applications
- Add a paragraph to allow amendments to the process on a “case-by-case” basis

*NEXT STEPS:*

- Staff to contact insurance firms to inquire access rules regarding driveway/road way widths, lengths and other access needs
- Research the state limits on road/driveway slope grades, setbacks, and distances between buildings
- Determine if a driveway/road way standards ordinance is approved by the Selectboard, or, if the standards are embedded in the Land Use Regulations, would need a Town vote to approve the standards

The Planning Commission adjourned the meeting with the Selectboard at 7:00 p.m.

#### **ADJUSTMENTS TO THE AGENDA**

None.

#### **PUBLIC COMMENT**

Mr. Bouchard asked the Selectboard to require that all round bales be removed within 96 hours of baling on farmed Town lands.

#### **SELECTBOARD UPDATES**

Mr. Tegatz reported that the Library would present a Capital Plan for the proposed Library addition. Mr. Bloch said that the Library will provide an addition update during a proposed operating budget presentation on October 8, 2018.

#### **REMO AND DONNA PIZZAGALLI—OPEN SPACE AGREEMENT**

**MOTION by Mr. Tenney, seconded by Mr. Tegatz, to approve an Open Space Agreement with Remo and Donna Pizzagalli, dated July 13, 2018, and to authorize the Charlotte Selectboard Chair to sign the agreement on behalf of the Town of Charlotte.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

#### **REQUEST TO CCRPC FOR TECHNICAL ASSISTANCE FOR LANE'S LANE DRAINAGE PROBLEM**

Mr. Lewis, Charlotte Road Commissioner, explained that in the past there was an open ditch that handled water runoff into the lake located past the first camp on Lane's Lane. Over the years the camp owners have put in culverts and sodded over the ditch. Someone planted evergreen trees over the old culverts. The old culverts are blocked with sediment. The north side of Lane's Lane is vegetated. A solution is to re-ditch the 140' from the road to the lake. If the culverts are replaced then the trees would need to be removed, said Mr. Lewis.

John Kerr, Lane's Lane camp owner, said that the culvert into the lake is blocked so runoff goes onto his driveway. He spends \$1,000 every year for driveway repairs, said Mr. Kerr.

Mr. Tenney suggested digging a settling pond on the north side of Lane's Lane before water drains under the road.

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to request technical assistance from the CCRPC for the Lane's Lane drainage problem.**

**VOTE: 3 ayes, 1 nay (Mr. Tenney), 1 absent (Mr. Krasnow); motion carried.**

#### **CHARLOTTE HOUSING TRUST FUND GRANT PROGRAM—UPDATE TO POLICIES AND PROCEDURES**

Mr. Morrison briefly reviewed that the Selectboard discussed an August 17<sup>th</sup> draft Resolution with 5 recommendations at the prior Selectboard meeting. A vote on the issue was delayed to this meeting, said Mr. Morrison.

Ms. Spear stated that she wanted to see a larger document. Mr. Morrison said that the Resolution is guidance for a larger document.

Following a discussion regarding Recommendation #1, Ms. Spear and Mr. Tenney said that they did not agree with #1.

Recommendation #2, Mr. Tegatz expressed concerns that state or federal rules would preempt Charlotte rules, and if a 5 year repayment period is allowed then the Town would be giving a developer or resident an interest free loan unless the unit is a rental.

Mr. Tegatz suggested that he would like to see a re-evaluation of affordable units currently in Town prior to changing the requirements. The CCRPC could be asked to provide an inventory of affordable housing in Town, said Mr. Tegatz.

Mr. Bennett, resident, said that the Town has not voted on allocating funds to the account since 2011. The current grant has restrictions and priorities. Only one project applied for a grant. The standards now are sensible and the Selectboard is considering changes. Make it easier and get rid of the 5 acre density. If the affordable in perpetuity requirement is removed then the fund becomes a bridge loan, said Mr. Bennett.

Ms. Spear said that the East Charlotte Village has changed. If the fund is advertised then more applications will come, said Ms. Spear.

Mr. Bennett said that the demographics of the Town are getting older and we should create senior housing.

Mr. Harvey said that in the last 10 years there were 3 projects, of which 2 were Habitat for Humanity projects. Why not talk to Habitat for Humanity. Why have a citizen ad hoc committee change the rules, asked Mr. Harvey.

*SUGGESTIONS:*

- Contact the CCRPC regarding an affordable housing inventory
- Seek assistance from the Listers regarding building permit data and percentage of construction
- Align Charlotte Town rules with state and federal rules; for example, tax covenants
- Promote the fund
- Consider slowing the process down until it is right

Mr. Morrison said that no action will be taken at this time.

**VLCT ANNUAL MEETING—SELECT VOTING DELEGATE**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to appoint Lane Morrison as the Charlotte VLCT delegate, and to authorize the Charlotte Selectboard Chair to sign the VLCT form on behalf of the Town of Charlotte.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

#### **VERMONT COMMUNITY LEADERSHIP SUMMIT**

Mr. Bloch explained that a Vermont Community Leadership summit is scheduled on October 1, 2018, at Castleton, Vermont.

Ms. Spear suggested appointing Abby Foulk, Christina Booher, or Mary Mead to represent the Town.

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to designate the Charlotte Selectboard Chair to work with the Town Administrator to designate a Vermont Community Leadership Summit delegate.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**MINUTES: July 30, August 13**

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve the minutes of July 30, 2018 as written.**

**VOTE: 3 ayes, 1 abstention (Ms. Spear), 1 absent (Mr. Krasnow); motion carried.**

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve the minutes of August 13, 2018, as written, with additions:**

- **Page 2, line 65 – add the following “Ms. Spear asked where in the West Village affordable housing could occur. She likes to see visuals, said Ms. Spear. Mr. Russell replied that infill could happen at the Mason and LeBoeuff properties.”**

**VOTE: 3 ayes, 1 abstention (Mr. Tegatz), 1 absent (Mr. Krasnow); motion carried.**

#### **EXECUTIVE SESSION**

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to recess the regular meeting and enter Executive Session for the purpose of discussing Legal Matters where premature knowledge might place the Town at a disadvantage, and to invite the Town Administrator to attend.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

The regular meeting was recessed and the Selectboard entered Executive Session at 8:25 p.m.

**MOTION Mr. Tegatz, seconded by Mr. Tenney, to adjourn Executive Session and reconvene the regular meeting.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 8:47 p.m.

Mr. Morrison said that no action was taken in Executive Session.

**APPROVE WARRANTS TO PAY BILLS**

The Selectboard reviewed and signed warrants to pay bills.

**ADJOURNMENT**

The meeting was adjourned at 8:49 p.m.

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