

CCRPC Formal Staff & PAC Review – 2018 Charlotte Town Plan  
November 8, 2017 PAC Meeting

**Staff Review of the 2018 Charlotte Town Plan**  
**Emily Nosse-Leirer, CCRPC Planner**  
**October 29, 2017**

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The Town of Charlotte has requested, per 24 V.S.A §4350, that the Chittenden County Regional Planning Commission (1) approve its 2018 Town Plan; and (2) confirm its planning process.

This draft 2018 Charlotte Town Plan is a full rewrite of the 2013 Plan. (The 2008 Charlotte Town Plan was readopted in 2013 with some changes, and then amended on 3/1/2016 to include a consideration of Village Designation and a revised energy section.) This plan is intended to be presented to voters for adoption on Town Meeting Day in 2018.

CCRPC staff and the PAC previously completed a formal review of the Draft 2016 Charlotte Town Plan in advance of the Charlotte Selectboard's 9/29/2016 public hearing on it. The PAC provided suggestions for strengthening the Plan's compliance with state requirements, and wished to review the plan again before recommending that the CCRPC Board approve it. Those recommendations and their status can be seen in the attached memo, and this draft includes many of those changes. The Charlotte Planning Commission held another public hearing on the plan on October 12, 2017. This review is in advance of the Charlotte Selectboard's public hearing on the plan, which has not been scheduled.

Following the Chittenden County Regional Planning Commission's (CCRPC's) *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans (2013)* and the statutory requirements of 24 V.S.A. Chapter 117, I have reviewed the draft 2018 Charlotte Town Plan to determine whether it is:

- Consistent with the general goals of §4302;
- Consistent with the specific goals of §4302;
- Contains the required elements of §4382;
- Compatible with the 2013 Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan* (per §4350); and
- Compatible with approved plans of other municipalities (per §4350).

Additionally, I have reviewed the planning process requirements of §4350.

Staff Review Findings and Comments

1. The 2018 Charlotte Town Plan is consistent with all of the general goals of §4302. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
2. The 2018 Charlotte Town Plan is consistent with the specific goals of §4302. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
3. The 2018 Charlotte Town Plan contains the required elements of §4382. See the attached Appendix A submittal that describes compliance with these required elements.

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4. The 2018 Charlotte Town Plan is generally compatible with the planning areas, goals and strategies of the 2013 Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan*.
5. The 2018 Charlotte Town Plan is compatible with the municipal plans for Shelburne, Hinesburg, Monkton and Ferrisburgh.
6. Charlotte has a planning process in place that is sufficient for an approved plan. In addition, Charlotte has provided information about their planning budget and CCRPC finds that Charlotte is maintaining its efforts to provide local funds for municipal and regional planning.

Additional Comments/Questions:

CCRPC staff and the PAC have reviewed the Charlotte Town Plan several times in the last few years (see description above). While Staff does not find that any changes are necessary for approval and confirmation of the process by the CCRPC, the following recommendations are offered to improve the efficacy of plan implementation:

1. Terminology at the state level has recently changed from using Fluvial Erosion Hazard (FEH) areas to using River Corridors and River Corridor Protection Areas. In some places in the plan the new terminology is used (Map 4, Utilities and Facilities Strategy 17.g) but this should be used throughout.
2. While an implementation table is included in the back of the plan, it does not appear to have all the strategies from the plan in it. Are only priorities included? It would be easier to tell what is included if numbering was added. If that is because it is tracking the implementation of the last iteration of the plan, then it would be useful add all the latest strategies and to have more status reports (ex. completed, in progress, eliminated or new).

Additionally, for the next update of the plan, we suggest the following:

3. It would be helpful to have stronger linkages drawn between Chapter 1 and Chapter 2 of the plan. For example, water quality is discussed in Chapter 1, but there are no references to Tactical Basin Plans until Chapter 2. While this format makes sense, could the introduction explain the split more clearly, or could each section in Chapter 1 have a callout box stating what extra information can be found in Chapter 2?
4. There are great cross-references between different chapters, but it can be somewhat difficult to

Proposed Motion & Next Steps:

**PROPOSED MOTION:** The PAC finds that the draft 2018 Charlotte Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation.

Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation process, for changes. If staff determines that changes are substantive, those changes will be forwarded to the PAC for review.

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Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval.