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3 **Town of Charlotte**
4 **PLANNING COMMISSION**
5 **Meeting Conducted at Town Hall and via Teleconference**
6 **November 20, 2025**

7 **Planning Commission:** Matt Krasnow (Chair), Robert Bloch (Vice Chair), Bill Stuono, Ken Smith,
8 Carrie Spear, Linda Radimer. Absent: Ashley Berliner.

9 **Staff:** Lindsay Kahn, Town Planner, Nicole Burnell, Recording Secretary.

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11 **OTHERS:** Frank Tenney, Charles Russell, Claudia Mucklow, Peter Carreiro.

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13 ***Posted Agenda:***

14 6:30 PM Call to Order
15 6:31 PM Changes to Agenda (if any); Public Comment (for items not on the agenda)
16 6:33 PM Review & approve draft PC meeting minutes: November 6 meeting
17 6:35 PM Address Public Hearing comments on Proposed LUR Amendments (continued from
18 10/23/25 meeting)
19 7:35 PM Create work plan
20 8:15 PM Draft next agenda
21 8:20 PM Updates from around Town
22 8:30 PM Adjourn

23
24 **Call to Order:**

25 Matt Krasnow called the meeting to order at 6:37pm.

26
27 **Changes to Agenda (if any); Public Comment (for items not on the agenda):**

28 Regarding changes to the agenda, Bill Stuono suggested a brief discussion on returning to a 7pm
29 regular meeting time and cancelation of the December 18th regular meeting as previously discussed.
30 Matt proposed review of the 2026 regular meeting dates. Lindsay Kahn said Matt's suggestion would
31 fall under the 'Create work plan' agenda item. No public comment.

32
33 **Review & approve draft PC meeting minutes: November 6 meeting:**

34 **MOTION by Matt Krasnow; seconded by Bill Stuono, to approve the PC meeting minutes**
35 **for November 6, 2025, as amended. VOTE: 5 ayes, motion carried.** Ashley Berliner was absent, and
36 Robert Bloch had not yet arrived.

37
38 **Address Public Hearing comments on Proposed LUR Amendments (continued from 10/23/25**
39 **meeting):**

40 Peter Carreiro had a comment pertaining to proposed Land Use Regulation (LUR) amendments.
41 Peter asked if contractor's yard remains listed as conditional use in the West Village Commercial
42 District. Lindsay reviewed and confirmed that currently, contractor's yard is listed as conditional use in
43 the West Village Commercial District east of Route 7. Peter asked if what is being proposed is to
44 eliminate the east of Route 7 clause and noted that there is an existing contractor's yard in the district.
45 Frank Tenney pointed out that anything existing would not be impacted. Matt explained that the
46 Chittenden County Regional Planning Commission (CCRPC) had suggested removing the clause
47 because it is spot zoning. Peter spoke to his rights as a property owner and taxpayer, being diminished
48 with the proposed change. Matt said an alternative is to allow contractor's yard as a conditional use in
49 the entire district. Bill asked Peter if he was asking for contractor's yard to be added back in as a

50 conditional use, along with automotive sales. Bill then noted the concern with reinstating automotive
51 sales is the possibility of a dealership. Peter said lot coverage restrictions would prevent this from
52 occurring. Bill proposed automotive sales as an ancillary use to automotive services. Peter said he didn't
53 feel any potential use should be stricken, but felt contractor's yard, automotive sales and services, and
54 gasoline station sales should be listed under conditional use for the entire West Village Commercial
55 District. Matt agreed. Bill recalled discussion about limiting the number of pumps for gasoline station
56 sales, and said he'd be in favor of Peter's suggestion provided constraints were in place for automotive
57 sales and gasoline station sales.

58 Lindsay discussed the public comment made by JD Herlihy regarding enforcement of
59 mixed use for the density increase, and the previously proposed solution of issuing a single certificate of
60 occupancy for mixed use parcels that are between 1-5 acres. Matt asked about parcels that exceed 5
61 acres. Lindsay responded that parcels that are 5 acres or more currently meet the residential acreage
62 requirement. The density increase is for parcels lacking the needed acreage for residential through
63 creating a mixed-use scenario. Lindsay recapped the previous discussion on adding a required
64 commercial percentage (30-50%) for any mixed-use scenario, and how such become prohibitive. Robert
65 Bloch revisited the rationale for mixed-use, which was to incentivize the increase in commercial,
66 through housing. Charles Russell circled back to the concern of ensuring that the density increase is
67 truly for mixed-use and enforcing this through certificate of occupancy. Charles encouraged the
68 Planning Commission to keep enforcement simple.

69 Ken said he envisioned the density increase as one commercial building with a residential
70 component; certificate of occupancy issued for commercial first, then residential. Peter asked if a
71 separate residence could be built for the mixed-used density increase. Bill said that as proposed, a
72 separate building for the residential component would be permitted. Matt felt with setbacks, buffers,
73 etc., separate buildings for commercial and residential are unlikely. Charles read from LURs and asked
74 if separate buildings are permitted and proposed clarifying language.

75 Linda Radimer revisited how substantial the commercial component would need to be. To this,
76 Ken asked if a larger residential component is permitted. Matt pointed out that this is an experiment that
77 will be decided upon by the voters and advocated for this to be a separate article, so other proposed
78 changes are not voted down. Planning Commission members agreed. Ken spoke to the town benefiting
79 from the increase in commercial uses and said he'd like to see more commercial than residential in the
80 Village Commercial District. Bill circled back to a minimum commercial component. Lindsay
81 questioned being additionally prohibitive. Lindsay pointed out that there are no other minimum
82 commercial restrictions and revisited Peter's point on restricting property owners' rights. Through
83 debate on the commercial component for the mixed-use density increase, 500 square feet was decided
84 upon, with the rationale being to protect gaming of the system.

85 Lindsay moved to the next concern raised by JD. Specifically, how parcels that are in two zoning
86 districts would be treated. Lindsay proposed that LURs are applicable to the portion in each zoning
87 district. Robert asked how many lots are affected by this and questioned if zoning lines could be
88 adjusted. Lindsay said that it wouldn't work because lots can be adjusted. Robert then asked if the more
89 restrictive of the two zoning districts could be used. Consensus to not address the concern at this time.

90 The next comment was from Frank, and it was how to determine residential versus commercial.
91 Discussion and consensus to maintain the amendment as proposed.

92

93 **Create work plan:**

94 The Planning Commission reviewed the proposed 2026 meeting schedule. The only noted
95 deviation from the first and third Thursdays of the month, thus far, was moving January 1st to January 8th
96 and the January 15th to January 22nd. Robert called into question a meeting on July 2nd. Matt proposed
97 July 9th and 23rd as alternative dates. Lindsay said another suggestion is for the quarterly Joint Meetings
98 to count as one of the two Planning Commission meetings for the month in which they occur.

99 Regarding the work plan, Lindsay asked Planning Commission members to consider topics and
100 what would be needed. This prompted discussion of the potential for a deep dive into the Town Plan.
101 Bill listed topics that he felt took precedence.

102 Lindsay then spoke to the required hearings for the current Town Plan update and suggested they
103 be included in regularly scheduled meetings. The Planning Commission agreed with this suggestion.
104

105 **Draft next agenda:**

106 Matt suggested build-out of the 2026 work plan. Bill asked Charles when the Development
107 Review Board would have a list of LUR suggestions for the Planning Commission. Charles said this was
108 on the DRB's December 10th agenda. Bill recalled a list created by the former Planning Commission
109 Chair, which prioritized workflow. Lindsay will attempt to locate. Robert suggested a discussion on how
110 to increase efficiency. To this, Lindsay proposed active Planning Commission participation outside of
111 meetings. Matt suggested that members identify areas of interest when creating the 2026 work plan.
112 Lindsay noted that preparedness for pitch and minor edits, versus granular debate, would increase
113 efficiency. Matt disagreed given the Planning Commission is a legislative board. Matt said having
114 something prepared for voters, for each voting cycle, ensure adherence to timelines. Robert agreed with
115 Lindsay's suggestion for preparedness.
116

117 **December 18th meeting:**

118 Lindsay said an argument for keeping the meeting is that the CCRPC will have feedback on the
119 proposed Town Plan update, on December 17th.
120

121 **Regular meeting time:**

122 Consensus to maintain 6:30pm start time.
123

124 **Updates from around Town:**

125 Bill said the Agency of Natural Resources published new provisions and wetlands are exempt
126 from Tier 1A and Tier 1B (Act 250). Bill noted that this is being challenged.

127 Robert asked Claudia Mucklow for an update on the Conservation Commission applying for
128 funding for updated mapping. Claudia said the proposal will go before the Selectboard in December and
129 fund-raising efforts are planned so mapping efforts can begin before the new budget cycle in July.
130

131 **Adjourn:**

132 **MOTION by Robert Bloch seconded by Carrie Spear, to adjourn the meeting. VOTE: 6**
133 **eyes, motion carried.** The meeting was adjourned at 9:13pm.
134

135 Minutes respectfully submitted:

136 Nicole Burnell, Recording Secretary