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3 **Town of Charlotte**
4 **PLANNING COMMISSION**
5 **Meeting Conducted at Town Hall and via Teleconference**
6 **August 7, 2025**

7
8 ***DRAFT – subject to approval by the Planning Commission***

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

11 **Staff:** Nate Bareham, Town Administrator, Lindsay Kahn, Town Planner, Nicole Burnell, Recording
12 Secretary.

13 **OTHERS:** Frank Tenney, Charles Russell, Claudia Mucklow, Beth Humstone.

14
15 ***Posted Agenda:***

16 7:00 PM Call to Order
17 7:01 PM Changes to Agenda (if any); Public Comment (for items not on the agenda)
18 7:03 PM Welcome new Town Planner Lindsay Kahn
19 7:18 PM Review & approve draft PC meeting minutes: July 24 meeting
20 7:20 PM Review CCRPC's final draft of the Land Use Regulations
21 8:20 PM Review CCRPC's UPWP contract
22 8:30 PM Review Resolution to Selectboard for wildlife mapping
23 8:45 PM Agenda items for CCC, DRB, PC August 20 Joint Meeting
24 8:50 PM Draft next agenda for August 21, 2025
25 8:55 PM Updates from around Town
26 9:00 PM Adjourn

27
28 **Call to Order:**

29 Matt Krasnow called the meeting to order at 7:16p.m.

30
31 **Changes to Agenda (if any); Public Comment (for items not on the agenda):**

32 None.

33
34 **Welcome new Town Planner Lindsay Kahn:**

35 The Planning Commission introduced themselves to Lindsay. Matt then spoke to Lindsay's
36 planning expertise.

37
38 **Review & approve draft PC meeting minutes: July 24 meeting:**

39 **MOTION by Matt Krasnow; seconded by Robert Bloch, to approve the PC meeting**
40 **minutes for July 24, 2025, as written. VOTE: 5 ayes, motion carried. 1 abstained.**

41
42 **Review CCRPC's final draft of the Land Use Regulations (LURs):**

43 Based on email correspondence from Bill Stuono, it was determined that density calculations in
44 Table 2.3 were reversed for the East and West Villages. A numbering error was identified that the Town
45 Planner will correct.

46 Robert asked Matt to recap proposed changes. Matt responded the proposed changes are to
47 encourage residential development in the East and West Villages through decreased density
48 requirements and preservation of commercial mixed use. Robert noted the importance of the Planning
49 Commission being able to articulate the intent behind proposed changes. Matt then added bringing

50 existing settlement patterns into conformance. Linda Radimer said the East Village is much more able to
51 absorb density. Robert agreed and said that state permitting is out of the scope of the proposed changes.
52 Ashley Berliner recalled that incremental change drove proposed changes to LURs.

53 **MOTION by Matt Krasnow; seconded by Linda Radimer, to accept the Chittenden**
54 **County Regional Planning Commission (CCRPC) final draft of the Land Use Regulations, as**
55 **amended, for recommendation to the Selectboard: VOTE: 6 ayes, motion carried.**

56
57 **Review CCRPC's UPWP contract:**

58 Nate explained that each year the CCRPC will reach out to municipalities for various planning
59 project requests. With the Town Plan update and lapse between Town Planners, 100 hours were
60 requested. Scope of services within the contract are specific to statutory requirements. Nate added that
61 the contract makes sense with a new Town Planner as to not overwhelm them with all the statutory
62 changes that have occurred over the past 8 years. Nate clarified the agreement is between the
63 town/Selectboard and CCRPC to benefit the Planning Commission and is a budgeted item.

64 Robert asked if the scope of work is applicable to mapping that is being requested by the
65 Charlotte Conservation Commission (CCC). Nate responded yes and no, the scope is statutory updates,
66 not as comprehensive as the CCC is looking for. Robert suggested a footnote within the Town Plan
67 update that indicates that additional, comprehensive updates to mapping are needed. Claudia Mucklow
68 spoke to comprehensive updates leading to the creation of a Wildlife Overlay District.

69 Nate outlined Shelburne's approach regarding mapping within their Town Plan. Shelburne pulled
70 certain maps out of their Town Plan that serve as appendices which provides an opportunity to update
71 periodically. Beth Humstone recommended a review of state statute to ensure that if mapping is included
72 as appendices, then they are not a requirement for approval of the Town Plan.

73 Matt noted the UPWP contract is a fiscal year contract ending June 30, 2026, and confirmed with
74 Nate that the intent is to utilize the 100 hours by January in preparation for Town Meeting Day. Ashley
75 suggested the intended timeline for utilizing the hours should be included in the contract. Consensus for
76 this amendment to the contract.

77 **MOTION by Robert Bloch; seconded by Ashley Berliner, to accept the CCRPR's UPWP**
78 **contract, as amended, for recommendation to the Selectboard. VOTE: 5 ayes, motion carried. 1**
79 **abstention.**

80
81 **Review Resolution to Selectboard for wildlife mapping:**

82 Matt read the draft resolution created by Bill Stuono. Charles Russell said that wildlife mapping
83 efforts should be collaborative between the CCC and Planning Commission and the draft resolution did
84 not read that way.

85 Carrie Spear questioned if comprehensive mapping is necessary and why piecemealing could not
86 be used. Ashley reminded Claudia's comment on the CCC's goal of creating a Wildlife Overlay District,
87 which requires comprehensive mapping. Robert supported obtaining comprehensive mapping to have
88 facts to base conservation decisions off from. Frank Tenney felt that speaking about the creation of
89 Wildlife Overlay District was premature.

90 Matt spoke to another avenue the CCC could take in securing funding. Specifically, having the
91 Selectboard list as an article to be put to a vote.

92 Matt circled back to the draft resolution. Ashley said that it does not work as the draft references
93 the 2026 Town Plan update, which mapping would not be prepared in time for. Ashley presented an
94 alternative motion as follows: whereas the Planning Commission recognizes the importance of having
95 accurate and updated maps for wildlife quarters, we fully support the Selectboard authorizing the
96 Conservation and Planning Commissions to develop an article to present to the voters of Town Meeting
97 in 2026 to fund updated significant wildlife habitat mapping.

98 **MOTION by Ashley Berliner; seconded by Matt Krasnow, to accept the amended**
99 **resolution, for recommendation to the Selectboard. VOTE: 6 ayes, motion carried.**

100
101 **Agenda items for CCC, DRB, PC August 20 Joint Meeting:**

102 Charles said the Development Review Board determined their agenda item would be discussion
103 of what is trying to be achieved in the Rural District with frontage requirements.

104 Matt suggested a continued discussion of Thompson's Point. Beth Humstone proposed that the
105 discussion be postponed to a later Joint Meeting as there are two outstanding issues. One being the
106 setbacks and mapping of lease lines for leaseholders, the second being design review. Matt asked Beth
107 to attend the August 21st Planning Commission meeting to discuss these matters. Robert proposed
108 Thompson's Point would still be a relevant agenda item for the upcoming Joint Meeting. Matt agreed as
109 a refresher for August 21st Planning Commission meeting.

110
111 **Draft next agenda for August 21, 2025:**

112 Matt listed call to order, changes to agenda, public comment, review of minutes. Followed by
113 Thompson's Point discussion. Ashley suggested 90 minutes for that item. Nate noted that approval of a
114 memo and scheduling of a public hearing needed to be added to the agenda. This will occur before the
115 Thompson's Point discussion. Followed by drafting the next agenda and updates from around town.

116
117 **Updates from around Town:**

118 Discussion of construction underway by the post office.

119 Matt noted that Sam Carlson, from Encore Renewable Energy, has requested to attend the
120 Planning Commission's September 4th meeting to review proposals for energy-based projects.

121
122 **Adjourn:**

123 **MOTION by Robert Bloch; seconded by Linda Radimer, to adjourn the meeting. VOTE: 6**
124 **ayes, motion carried.** The meeting was adjourned at 8:58p.m.

125
126 Minutes respectfully submitted:

127 Nicole Burnell, Recording Secretary