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

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

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

10 **Staff:** Rebecca Kaplan, Planning and Zoning Assistant, Recording Secretary, Nicole Burnell.

11 **OTHERS:** Paul Plante, Frank Tenney, Kelly Devine, Charles Russell, Claudia Mucklow.

12
13 ***Posted Agenda:***

14 7:00 PM Call to Order
15 7:01 PM Changes to Agenda (if any); Public Comment (for items not on the agenda)
16 7:10 PM Review & approve draft PC meeting minutes: January 16 meeting
17 7:20 PM Planning Commission organization and officers
18 7:40 PM Agenda for Joint PC/DRB/CCC meeting
19 7:50 PM PC Liaison with other town boards
20 8:00 PM Update and discussion on PC staffing needs
21 8:20 PM Status of orientation for new PC members
22 8:40 PM Discussion of materials presented by CCRPC to PC at January 16 meeting
23 9:00 PM Adjourn

24
25 **Call to Order:** Matt Krasnow called the meeting to order at 7:06 p.m.

26
27 **Changes to Agenda (if any):** None.

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29 **Public Comment:** None.

30
31 **Review & approve draft PC meeting minutes: January 16 meeting:**

32 **MOTION by Bill Stuono; seconded by Linda Radimer, to approve the PC meeting minutes**
33 **for January 16, 2025, as written. VOTE: 5 ayes, motion carried. 2 abstained.**

34
35 **Planning Commission organization and officers:**

36 Matt welcomed a new Planning Commission member, Ken Smith.

37 With two members new to the Commission, Robert Bloch suggested that Matt continue acting as
38 interim Chair and proposed an election of a Vice Chair. Bill pointed out that Matt is technically still
39 Vice Chair. Bill said that Rules of Procedures allow for a vote on officers when change occurs or as
40 necessary. Linda and Ashley Berliner agreed with allowing new members to participate in a couple
41 meetings before electing a Chair and Vice Chair. Carrie Spear said she would prefer the election of
42 Chair and Vice Chair.

43 Matt read from Rules of Procedures and said that the Commission should follow majority
44 preference. Linda asked if Matt is elected Chair, would election of a Vice Chair also be necessary. Bill
45 confirmed as the Vice Chair has specific duties, including monitoring attendance.

46 Bill asked for input from Frank Tenney, Selectboard Vice Chair, and Charles Russell,
47 Development Review Board (DRB) Chair. Frank felt options are open, there is no clear path that is
48 required. Charles said one role of a Chair is to establish agendas which is reason to elect. The mention of
49 agendas led to Carrie suggesting that agendas for the following meeting be established at the end of each

50 meeting. Charles pointed out that agendas can be established between meetings without violating Open
51 Meeting Law. However, since it was not on the agenda, an agenda for the next meeting could not be
52 created during the current meeting.

53 Matt said an organizational meeting will be required in April as this is when Linda is up for re-
54 appointment. This led to discussion of the need for a better means to monitor when re-appointment is
55 necessary for Planning Commission members.

56 **MOTION by Carrie Spear; seconded by Ashley Berliner, to elect a Planning Commission**
57 **Chair and Vice Chair. VOTE: 5 ayes, motion carried. 2 abstained.**

58 **MOTION by Carrie Spear; seconded by Linda Radimer, to elect Matt Krasnow as**
59 **Planning Commission Chair. VOTE: 7 ayes, motion carried.**

60 **MOTION by Matt Krasnow; seconded by Carrie Spear, to elect Robert Bloch as Planning**
61 **Vice Chair. VOTE: 7 ayes, motion carried.**

62

63 **Update and discussion on PC staffing needs:**

64 Rebecca Kaplan pointed out that the Chittenden County Regional Planning Commission
65 (CCRPC) is currently running the second Regular Planning Commission meeting each month.

66 Rebecca will continue to create the agenda but would like to discuss staffing until a Town
67 Planner is hired. Currently, staffing is ad hoc. Ashley Berliner asked what staffing entails beyond
68 printing out the agenda and controlling Zoom. Kelly Devine, Selectboard member, asked if offering
69 virtual participation is necessary. Matt favored continuing to offer.

70 Kelly said that the Selectboard is trying to see what staffing needs are regarding a Town Planner.
71 The previous Town Planner was full-time. Kelly also said that the Selectboard is in the middle of union
72 negotiations, which have delayed hiring a replacement Town Planner. Bill asked Kelly if the Selectboard
73 had received and considered recommendations that Bill and former Planning Commission Chair, Charlie
74 Pughe, presented to the Selectboard. Bill and Charlie supported a part-time position, perhaps retitled
75 Town Administrator Assistant. The person holding the position would take direction from the Planning
76 Commission, support the Charlotte Conservation Commission (CCC), ideally have a background in
77 planning and grant writing, and support the Town Administrator. Bill asked if the Selectboard planned
78 to follow the recommendation, and if so, would that be considered a union position. Kelly said the
79 Selectboard agreed with the suggestion, aside from grant writing, as this would likely be subcontracted.
80 The position would qualify for the bargaining union. Kelly then spoke about the creation of job
81 descriptions, positions having autonomy over tasks based on those descriptions, which would prevent
82 subcontracting out.

83 Ashley circled back to what staffing entails. Rebecca said editing meeting minutes, and making
84 edits to documents during meetings. Ashley asked Rebecca if staffing the Planning Commission is part
85 of her job duties. Rebecca was uncertain whether staffing the Planning Commission is her responsibility.
86 Matt suggested forming subcommittees for working on specific documents or agenda items. Charles said
87 subcommittees are bound by Open Meeting Law. Bill pointed out that Planning Commission members
88 can be assigned tasks. Ashley said that if it's Rebecca's job, then it's great to have staffing. Ashley is
89 willing to run the Zoom meeting and edit documents when necessary.

90

91 **Agenda for Joint PC/DRB/CCC meeting:**

92 Matt pointed out that a member from both the DRB and CCC were in attendance, Charles from
93 the DRB and Claudia Mucklow Interim Chair from the CCC. Bill confirmed that Claudia would put
94 forth the CCC's agenda item for the Joint meeting as each Chair is responsible for such. Matt asked
95 Charles if he had a sense of what the DRB's agenda item would be. Charles did not. Matt then asked
96 Claudia if she had a sense of what the CCC agenda item would be. Claudia noted two potential items.
97 One being protection of forest habitat, the second being municipal water and wastewater as the CCC is
98 opposed. This led Bill to mention the need to address water shortages, especially in the West Village.

99 Robert suggested updated mapping as an agenda item. Charles responded to this by referring to
100 an 88-page document co-authored by CCRPC Staff, Kate McCarthy. Charles suggested that the
101 document could be an overarching agenda item, and Kate could possibly present a synopsis.

102 Bill asked for bullet items from the DRB where Planning Commission assistance is needed. Bill
103 also noted that the Planning Commission is intended to collaborate with the CCC.

104 Linda asked about the Charlotte Conservation Fund, provided historical information on the
105 creation and eventual Selectboard control. Matt provided insight into how it became a Selectboard duty.
106 Frank spoke to how allocation occurs through application to the Selectboard.

107 Matt concluded that a group email would circulate between himself, Charles, Claudia, and Aaron
108 Brown. Aaron is the Zoning Administrator who will be staffing the Joint meeting.

109

110 **PC Liaison with other town boards:**

111 Bill provided historical information that led to his suggestion for this to be an agenda item. Bill
112 spoke to the benefits of the Planning Commission having a liaison on various boards. Robert
113 acknowledged that Claudia is the CCC liaison to the Planning Commission and asked Claudia if the
114 expectation is that she attends each Planning Commission meeting. Claudia confirmed. Robert suggested
115 the Planning Commission establish its own requirements. Matt proposed that the topic be revisited
116 during the next Planning Commission meeting due to time constraints.

117

118 **Status of orientation for new PC members:**

119 Matt spoke about training materials available through the town and through the Vermont
120 Leagues for Cities and Towns (VLCT). Charles added the Vermont Planning Information Center (VPIC)
121 as another resource. Bill provided information on access to VLCT membership and training.

122 Matt asked the new members, Ken and Ashley, for input. Ashley suggested an orientation
123 packet. Bill proposed that Ashley and Ken speak to how the Planning Commission could assist them and
124 how they could be of assistance to the Planning Commission. Ashley noted her interest in the work and
125 developing her knowledge. Ashley said she would like to be involved in town planning, and her interest
126 in learning from other Planning Commission members. Ken agreed with Ashley's comments, spoke
127 about his career as a developer, and his desire to understand the municipal role in the development
128 process. Ken spoke about his housing transitions and moving to avoid increased population. This
129 prompted Bill to discuss a substantial housing project in Shelburne, a result of recently enacted state
130 statutes.

131

132 **Discussion of materials presented by CCRPC to PC at January 16 meeting:**

133 Bill noted concern with the CCRPC's proposal for multi-unit buildings. Bill would also like Fire
134 and Rescue services to be addressed given Charlotte does not have hydrant water protection.

135 Matt suggested this item be a recurring agenda item for the first Regular meeting of the month.

136

137 **Adjournment:**

138 **MOTION by Robert Bloch; seconded by Ashley Berliner, to adjourn the meeting. VOTE: 7**
139 **eyes, motion carried.** The meeting was adjourned at 9:16 p.m.

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141 Minutes respectfully submitted:

142 Nicole Burnell, Recording Secretary, with edits by Rebecca Kaplan, Planning and Zoning Assistant