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

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

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

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

12 **OTHERS:** Paul Plante, Frank Tenney, Charles Russell, Alexa Lewis.

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 7:02 PM Review and approve draft PC minutes: February 20 meeting
17 7:07 PM Approve East and West Village Report from CCRPC by Dubois & King
18 7:10 PM Town Plan Update - Discussion of Ideal Process - (New Mapping, Timeline, Budget,
19 Professional Resources)
20 7:40 PM Review Planning Commission's Work Plan/Priorities Spreadsheet and re- evaluate for
21 2025
22 8:10 PM Communication System for Communicating Effectively with Town Boards, Committees
23 and Commissions in lieu of Appointed Liaisons
24 8:30 PM Post East-West Village Report process debrief and discuss feedback to CCRPC from
25 Planning Commission
26 8:40 PM Discuss four requests from Charlotte Conservation Commission to protect rural areas
27 8:50 PM Drafting PC Agenda for March 20, 2025
28 9:00 PM Adjourn
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30 **Call to Order:** Matt Krasnow called the meeting to order at 7:02p.m.

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32 **Changes to Agenda (if any):**

33 Robert Bloch suggested that the agenda item pertaining to the Charlotte Conservation
34 Commission be removed from the agenda as it had been addressed.
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36 **Public Comment:**

37 Following up on a previous conversation with members of the Selectboard, Frank Tenney said
38 that Linda Radimer's term on the Planning Commission comes to an end of April 30th. Matt confirmed
39 with Linda that she had submitted her letter of interest for another term.
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41 **Review & approve draft PC meeting minutes: February 20 meeting:**

42 **MOTION by Matt Krasnow; seconded by Robert Bloch, to approve the PC meeting**
43 **minutes for February 20, 2025, as amended. VOTE: 6 ayes, motion carried.** Linda Radimer
44 abstained.
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46 **Approve East and West Village Report from CCRPC by Dubois & King:**

47 **MOTION by Robert Bloch; seconded by Ashley Berliner, to approve the East and West**
48 **Village Report from CCRPC by Dubois & King, as presented. VOTE: 7 ayes, motion carried.**

49 Discussion before the vote began with Robert suggesting an addendum from the Planning
50 Commission detailing acceptance, intended use, and concerns. Matt proposed that the Planning
51 Commission ask for time on the Selectboard's agenda to discuss the Report and next steps. Bill Stuono
52 pointed out that Matt's suggestion would create an opportunity for public comment. Matt added that
53 he'd like to invite Chittenden County Regional Planning Commission (CCRPC) staff, Darren Schibler
54 and Kate McCarthy. Bill commented that Robert's suggestion was recommended by Kate during the last
55 meeting to flag remaining concerns with the Report.

56 Carrie Spear spoke about the need for senior housing to allow for downsizing and modest
57 housing within walking distance from the school. Carrie disputed a comment within the Report which
58 states that the East Village does not have a village feel. Bill responded to this. During public
59 engagement with East Villag residents, residents pointed out the East Village is not pedestrian friendly,
60 lacks services and amenities, which is desired over housing.

61 In the interest of time and adhering to the agenda, Matt suggested that individual priorities from
62 the Report should be added to a future Planning Commission agenda following the meeting with the
63 Selectboard. Robert proposed a process be developed to generate concerns from the Report.

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65 **Town Plan Update - Discussion of Ideal Process - (New Mapping, Timeline, Budget, Professional**
66 **Resources):**

67 Robert pointed out that with no Town Planner, the Planning Commission needs to outline a
68 timeline for the Town Plan update. Matt said he would draft a timeline. Frank spoke to an eight-year
69 cycle, the minimum for readopting, versus a total rewrite. Robert suggested that each Planning
70 Commission member review the current Town Plan and highlight where edits are necessary.

71 Ashley asked about the intersection between updates to the Town Plan and updates to Land Use
72 Regulations (LURs). Matt responded that updates to LURs have three driving factors: errors/omissions,
73 compliance with state statute, and need for consistency between LURs and the Town Plan. Matt said the
74 first two need constant monitoring and presentation to voters at each election cycle.

75 Regarding Frank's comment on an eight-year cycle, Bill noted that the current Town Plan was
76 adopted in 2018 and amended in 2019. Bill questioned if that impacted the need to update in 2026. Matt
77 will clarify with the Town Administrator. Bill also pointed out that if a readoption versus an update
78 occurs in 2026, due to time constraints, that amendment would be possible.

79 Ken Smith spoke to state statutes enacted to create housing and how the Town Plan should guide
80 inevitable changes. To this, Bill pointed out that the housing market has changed dramatically in the past
81 7-8 years, price of housing, availability, cost of living. Bill said one idea generated from the Village
82 Planning project is that Charlotte be viewed as the rural recreational area for Chittenden County; a
83 concept not currently reflected in the Town Plan.

84 Charles Russell directed the conversation back to Ashley's question about the intersection
85 between the Town Plan and LURs. Charles recommended the Planning Commission be given access to a
86 Dropbox folder used by the Development Review Board (DRB) that includes documents that are
87 pertinent to the Town Plan. Charles noted there is a document given to new members of the DRB
88 entitled *Conformance with Municipal Town Plan*. Charles suggested the Planning Commission review.
89 Charles also noted some inconsistencies between the Town Plan and LURs that should be updated.
90 Alexa Lewis proposed that goals within the Town Plan be prioritized. Ken agreed and noted that needs
91 are prioritized over wants.

92 Bill asked for an update from Frank on hiring for a replacement Town Planner. The position will
93 be retitled Town Administrator Assistant. Bill said he would not favor contracting out with the CCRPC
94 to assist with the Town Plan update. Frank said the Selectboard is still in the process of creating a job
95 description for the Town Administrator Assistant. Matt said the Planning Commission has access to the
96 CCRPC and can provide directives to the CCRPC. Bill suggested that the CCRPC be used to incorporate
97 ideas from the Charlotte Conservation Commission and DRB.

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Review Planning Commission's Work Plan/Priorities Spreadsheet and re- evaluate for 2025:

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Matt proposed that LUR updates that are ready for voting be compiled and voted on for presentation to the Selectboard, by the second Planning Commission meeting in April. Subsequent discussion of noncontroversial or necessary changes to LURs being voted on before November and how that would be at the discretion of the Selectboard. Charles spoke to LUR updates that had been requested by the DRB. Robert spoke to process. Specifically, how agenda items should have outcomes, and assignments need to be carried out between meetings.

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Communication System for Communicating Effectively with Town Boards, Committees and Commissions in lieu of Appointed Liaisons:

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Matt proposed that the Planning Commission draft a letter encouraging an open-door approach.

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Bill said the Planning Commission should be aware of what is happening in Town. Bill revisited what has occurred in the past, how liaisons were not expected to attend each meeting. Rather, to keep a pulse on what is occurring.

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Bill asked Frank for his input on liaisons. Frank said in his opinion, the liaison's role is not to keep the Board they are a member of apprised, rather to advise when an issue should be brought in front of the Board they represent.

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Carrie spoke to concern of misrepresentation. Linda gave an example of an unintended consequence resulting from assigning a liaison in the past.

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Robert agreed with Matt's proposal for a letter, suggested review of committee's agendas and meeting minutes, and revisiting in a couple of months. Robert said that anyone on the Planning Commission wanting to assume an informal liaison role should feel free to do so. Bill suggested a recurrent agenda item for updates of this nature. Building on that, Robert suggested a rotating invitation to the various Boards to present updates to the Planning Commission.

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Post East-West Village Report process debrief and discuss feedback to CCRPC from Planning Commission:

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Bill pointed out that the CCRPC has solicited feedback, including feedback on multi-unit buildings, and changing uses from conditional to permitted. Matt questioned the purpose of providing feedback and whether feedback is needed in preparation for the next meeting with the CCRPC on March 20th.

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Robert said he was under the impression that the CCRPC was going to prioritize and draft updates to the LURs. Matt suggested getting clarification on this during the March 20th meeting. Robert felt this should be how the Planning Commission utilizes the CCRPC in the coming months.

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Bill noted the need to present LUR updates to adhere to the Bylaw Modernization grant guidelines. Linda asked if mapping has been generated as a visual to accompany proposed updates. Charles has started work on this and presented the mapping he is in the process of creating. Alexa noted the need to prioritize areas of high public value during updated mapping.

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Drafting PC Agenda for March 20, 2025:

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Matt outlined the following, 10 minutes call to order, changes to agenda, public comment, review of draft minutes. 30 minutes to hear from the CCRPC. Robert added that at the end of the 30 minutes there will be an outline of the CCRPC's scope of work. The next hour, review of LUR updates that are near ready for voting and presentation to the Selectboard. These will be included in the meeting packet. Robert asked when the meeting packet will be available and how many updates are anticipated. Matt suggested starting with updates to address errors/omissions and moving to those to address compliance with state statute. The next 15 minutes for agenda building. The last 5 minutes, to hear any updates from around Town.

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148 **Adjournment:**

149 **MOTION by Robert Bloch; seconded by Linda Radimer, to adjourn the meeting. VOTE: 7**
150 **eyes, motion carried.** The meeting was adjourned at 9:06p.m.

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152 Minutes respectfully submitted:

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