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

*DRAFT – subject to approval by the Planning Commission*

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

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

**OTHERS:** Frank Tenney, Charles Russell, Claudia Mucklow.

***Posted Agenda:***

6:30 PM Call to Order  
6:31 PM Changes to Agenda (if any); Public Comment (for items not on the agenda)  
6:33 PM Review & approve draft PC meeting minutes: October 23 meeting  
6:35 PM Review draft town plan  
8:15 PM Draft next agenda  
8:20 PM Updates from around Town  
8:30 PM Adjourn

**Call to Order:**

Matt Krasnow called the meeting to order at 6:31pm.

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

No changes to the agenda. No public comment.

**Review & approve draft PC meeting minutes: October 23 meeting:**

**MOTION by Matt Krasnow; seconded by Robert Bloch, to approve the PC meeting minutes for October 23, 2025, as amended. VOTE: 6 ayes, motion carried.** Linda Radimer abstained.

**Review draft town plan:**

Lindsay Kahn opened by thanking all Town Champions that contributed to the draft town plan. Lindsay suggested reviewing changes section by section.

Section 1.2 was edited to include language concerning Act 181 and new regional future land use maps. Regarding Act 181, the Village Centers, will by default, remain as such for Step 1. For Step 2, investment goals will need to be set. Additional considerations and introductions in this section, equitable distribution of environmental benefits and burdens, the HOME Act, and Chittenden County Regional Planning Commission (CCRPC) housing targets. The CCRPC had 7 suggestions for the Village Centers that could with be included or not. Lindsay reviewed each. Matt questioned the suggestion pertaining to water and septic capacity. Bill Stuono noted that the leach field in West Charlotte Village hasn't been deemed public. Matt agreed that this is a gray area. However, the point is moot due to lack of water. Robert proposed being upfront about the possibility of expansion of water and septic capacity occurring outside of the municipality. Ken questioned the suggestion regarding adherence to CCRPC mapping. Lindsay explained that time constraints prevented the town from generating their own mapping. Matt recalled that when the CCRPC presented their mapping, it was not

49 met with resistance and noted that updated mapping was required and that is why the decision was made  
50 to outsource.

51 Bill commented that he was under the impression that the Planning Commission had agreed to  
52 reissue the current town plan with the edits needed for compliance with Act 47 and 181. Bill said in his  
53 review of the draft, he had found substantial changes that he was not in agreement with. Lindsay  
54 responded that the town must show compliance with statutory requirements which have led to the  
55 substantial changes. Lindsay suggested moving forward with reviewing the draft and offered to meet  
56 with Bill to address his concerns outside of the meeting. Matt reminded Bill another option is to allow  
57 the town plan to lapse to provide additional time for consideration. Ashley Berliner reminded the  
58 Planning Commission that the decision was made during the October 22<sup>nd</sup> meeting to update the town  
59 plan.

60 Returning to the CCRPC's suggestions, Robert questioned the meaning behind environmental  
61 justice and underrepresented people. Lindsay questioned how often the town plan is reviewed and how  
62 often the town feels beholden to the town plan. Robert responded that the public calls upon the town  
63 plan.

64 Bill referenced an edit which implies the town is expected to comply with anything directed by  
65 the CCRPC. Bill said other towns are pushing back on this statement. Bill felt this illustrates his concern  
66 with pushing forward a new town plan, with significant changes, that hasn't been thoroughly reviewed.  
67 Charles Russell pointed out that the CCRPC has the initial approval of the town plan before voters. To  
68 this, Bill said that the CCRPC cannot demand housing targets are met. Matt said that what is expected  
69 by the CCRPC is a change in approach for meeting housing targets. Claudia Mucklow said that housing  
70 targets are specified at 100 units by 2030 and 363 units by 2050. Lindsay said that mid-level targets are  
71 outlined in the draft, which can be changed to low. Lindsay suggested avoiding jumping around the draft  
72 update and continuing with her approach to review section by section.

73 Returning to the CCRPC's suggestions, Lindsay asked if any were priorities. The CCRPC would  
74 like priorities to be denoted. Carrie Spear responded with senior housing as a priority. Bill noted the  
75 need to update wildlife corridor mapping.

76 Lindsay moved to Section 1.4 in the draft update which includes view considerations and earth  
77 resources. Ken asked about land use strategies. Lindsay said the CCRPC suggested striking the strategy  
78 of promoting non-contiguous Planned Residential Development (PRD) and Planned Urban Development  
79 (PUD) to protect areas of high public value. Bill noted that non-contiguous PRDs are problematic as  
80 they are really a transfer of development rights.

81 Additional changes in Section 1.4 included statutory language from Act 181, updates about  
82 regional plans, and compatibility with neighboring towns.

83 Ashley asked if noise constraints are addressed in this section. Matt said noise pollution is  
84 restricted within Land Use Regulations (LURs).

85 Bill referenced a clause in the current town plan which states that Charlotte is not connected to  
86 the Champlain Water District and asked if that had been removed in the draft. Lindsay was uncertain  
87 and again suggested continuing the review of the draft section by section.

88 Robert questioned the policy to ensure consistency with the CCRPC's future land use map. Ken  
89 spoke about the challenge of accommodating the state's wishes while staying within the constraints of  
90 Charlotte. Robert suggested the use of appendices to explain policies, so that the town plan retains the  
91 feel of Charlotte. Lindsay agreed with Robert's suggestion but referenced time constraints. Matt  
92 suggested moderation of language versus restructuring. The state should receive feedback if the public  
93 does not agree with statutory changes.

94 Lindsay returned to Section 1.4 of the draft and briefly reviewed suggestions for earth resources,  
95 water quality strategies, zoning regulations to ensure protection and planned extraction, removal of  
96 Zoning Board of Appeals (ZBA) and replaced with Development Review Board (DRB)/Planning  
97 Commission.

98 Lindsay moved to Section 1.5 and noted language added for Cedar Beach and Thompson's Point.  
99 In addition, key planning considerations were added. Lindsay reviewed the considerations.  
100 Considerations generated discussion based on Thompson's Point Leaseholders Association's edits, Tree  
101 Warden decisions, and the importance of recognizing working landscape.

102 In Section 1.8 Lindsay reviewed housing target edits which advocate for the low target, instead  
103 of mid, based on historical housing rates. Robert suggested informing voters that the proposed edits  
104 support the low target rates. Matt pointed to where Robert's suggestion is outlined within the draft.

105 Debate on whether annual housing audits would be appropriate. Matt recalled this proposal had  
106 been met with resistance in the past. Bill said that short-term rentals are an issue and could be converted  
107 to rentals to meet housing targets. Matt commented on staff capacity to enforce.

108 Lindsay reviewed changes to Section 1.9. Robert spoke to how Charlotte provides recreational  
109 opportunities to Chittenden County. Lindsay listed items that are no longer relevant and proposed to be  
110 struck. Lindsay had flagged support for the development of community-based water and wastewater in  
111 West Charlotte Village. Based on previous discussion, Lindsay suggested an edit to include non-  
112 municipal community-based water and wastewater. Discussion around the possibility of school  
113 redistricting; consensus to edit but retain. The topic of water supply concerns in the West Charlotte  
114 Village District was raised. Matt commented on the ordinance that allows for access to excess capacity.

115 In Section 1.10 Robert noted that the Universal Recycling law (Act 148) is not enforced and  
116 could be struck. Consensus that the Selectboard and Emergency Management Coordinator will work to  
117 identify and strategically locate fire ponds and dry hydrants.

118 Edits to Section 1.12 were reviewed and discussed. Robert suggested that action items need to be  
119 assigned or should be taken out.

120 Robert asked to go back to Section 1.2 and asked for an edit regarding the intent of the town  
121 plan. Robert also pointed to the inconsistency between preservation and development goals.

122 **MOTION by Matt Krasnow; seconded by Linda Radimer, to approve the proposed**  
123 **language of the amendments to the town plan, as discussed, for consideration to the CCRPC.**

124 **VOTE: 4 ayes, 2 nays, motion carried.** Carrie Spear exited the meeting prior to the motion.

125 **Discussion:** Bill stated that he needed additional time to review the draft before approval, as  
126 substantial changes had been made. Matt discussed the issue of having a lapsed town plan versus issuing  
127 a draft that could be passed by voters. Matt felt updates are mostly benign and passing puts the town in a  
128 better position. Robert said he has been asking to work on updates for over a year and opted to abstain.  
129 Matt reminded Robert of the consensus reached during the October 22<sup>nd</sup> meeting to issue a draft, an  
130 abstention is a vote to lapse the town plan. Robert asked for a review of the consequences of a lapsed  
131 town plan. Ken reminded Bill that he was against a lapsed town plan during the October 22<sup>nd</sup> meeting.  
132 Bill reiterated that the Planning Commission agreed to reissue the current town plan with minor changes  
133 to reflect Act 47 and Act 181, the draft presented has substantial changes. Ken asked if passing the draft  
134 makes the town beholden to changes in a future deep dive edit. Bill said that he does not feel that  
135 Planning Commission will get to a deep dive with so much on their plate. Matt disagreed and said that in  
136 his opinion the current Planning Commission is the most productive in years. Charles responded to  
137 Robert's question regarding the consequences of a lapsed town plan at the state level, including access  
138 to grants. Charles also felt the draft had minor changes, and abstention should be used when someone  
139 does not have sufficient information. Matt said Charlotte has not ever had a lapsed town plan. Robert  
140 said he would change his position to a yes vote and asked how to present it to the town. Matt suggested  
141 that the initial step is to allow the voters to weigh in on the work that was completed on density in the  
142 Villages. Ken asked Bill how much time he needed to review and make comments towards  
143 comfortability. Matt spoke about time constraints to prevent a lapsed plan. Lindsay asked Bill if he  
144 could review and make edits by November 12<sup>th</sup>. Bill was uncertain if that would be sufficient time and  
145 spoke to not having had the opportunity to review changes to Chapter 2. Lindsay asked Bill to be  
146 solution oriented. Ken asked if the vote could be postponed until November 12<sup>th</sup>. Lindsay advised

147 against postponing the vote. Ken asked Bill if the Planning Commission commits to a deep dive would  
148 he feel comfortable voting yes. Bill said he didn't see the deep dive as high priority. Lindsay suggested  
149 that she and Bill work together to create a work plan for the next year to present to the Planning  
150 Commission. Robert asked Bill if he was comfortable with mandated changes as identified by the  
151 CCRPC. Bill said the CCRPC made further changes. Lindsay commented that the CCRPC edited the  
152 energy section as statutory changes were required. Bill said he'd rather have an expired town plan than  
153 approving one he hasn't thoroughly reviewed.

154

**Draft next agenda:**

155 Finalize LUR amendments. Create work plan. Bill asked when the Planning Commission would  
156 complete a site plan for the solar panel project. Matt said when the application is received and the town  
157 becomes an interested party.

158

**Updates from around Town:**

160 Bill asked Lindsay for an update on the town acquiring land for parking. Frank Tenney said the  
161 Selectboard will be discussing this at their next meeting. Bill felt the acquisition should include the  
162 Planning Commission. Matt questioned the Planning Commission's standing in the issue.

163

**Adjourn:**

164  
165 **MOTION by Robert Bloch seconded by Ken Smith, to adjourn the meeting. VOTE: 6 ayes,**  
166 **motion carried.** The meeting was adjourned at 10:26p.m.

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168  
169 Minutes respectfully submitted:

170 Nicole Burnell, Recording Secretary