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3 **Town of Charlotte**
4 **PLANNING COMMISSION**
5 **Meeting Conducted at Town Hall and via Teleconference**
6 **October 9, 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, Ken Smith, Carrie Spear, Linda Radimer, Ashley Berliner.

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

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13 **OTHERS:** Frank Tenney, Charles Russell, JD Herlihy, Claudia Mucklow, Lee Krohn, Dave Adsit.

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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 Review & approve draft PC meeting minutes: September 18 meeting
19 7:05 PM Updates to the town website
20 7:15 PM PC to prepare for the October 16th Public Hearing on LUR Amendments
21 8:45 PM Discuss changing time of PC meetings from 7pm to 6pm
22 8:50 PM Draft next agenda
23 8:55 PM Updates from around Town
24 9:00 PM Adjourn

25
26 **Call to Order:**

27 Matt Krasnow called the meeting to order at 7:04pm.

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

30 Matt added to the agenda, discussion with the Town Administrator on the Hiring Committee's position on the Zoning Administrator vacancy.

31 No public comment.

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34 **Review & approve draft PC meeting minutes: September 18 meeting:**

35 **MOTION by Matt Krasnow; seconded by Carrie Spear, to approve the PC meeting minutes for September 18, 2025, as may be amended.**

36 **MOTION by Matt Krasnow; seconded by Bill Stuono, to table the motion to approve the PC meeting minutes for September 18, 2025. VOTE: 7 ayes, motion carried.**

37 **MOTION by Matt Krasnow; seconded by Carrie Spear, to return to the previous agenda item. VOTE: 7 ayes, motion carried.**

38 **MOTION by Matt Krasnow; seconded by Robert Bloch, to return to and approve the PC meeting minutes for September 18, 2025, as drafted. VOTE: 7 ayes, motion carried.**

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44 **Updates to the town website:**

45 Lindsay Kahn noted that there was a suggestion to track discussions that span several Planning Commission meetings. Lindsay created a means to do so. A link for *Planning Commission Discussions by Subject*, now available on the town website. Bill asked Lindsay what the protocol would be for adding materials and updating subjects. Lindsay said she is working with Catalyst to enhance functionality of the link and welcomed feedback from any Planning Commission member.

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51 **Discuss the Hiring Committee's position on the Zoning Administrator vacancy:**

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53 **MOTION by Matt Krasnow; seconded by Linda Radimer, to enter Executive Session in**
54 **accordance with VSA 313a3 for the purpose of discussing the possible nomination of a Zoning**
55 **Administrator, and invite the Town Planner, Lindsay Kahn, the Town Administrator, Nate**
56 **Bareham, and Selectboard members Lee Krohn and Frank Tenney into the session. VOTE: 7**
57 **ayes, motion carried.**

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58 **MOTION by Matt Krasnow; seconded by Robert Bloch, to exit Executive Session. VOTE:**
59 **7 ayes, motion carried.**

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60 **MOTION by Matt Krasnow; seconded by Linda Radimer, to nominate Rebecca Kaplan**
61 **for appointment as Charlotte's Zoning Administrator in accordance with 24 VSA 4448a and to**
62 **forward this nomination to the Selectboard for consideration and appointment. VOTE: 7 ayes,**
63 **motion carried.**

63

64 **Discussion:** Bill requested that along with the motion, the Planning Commission's concern for
65 the town being short-staffed, and full endorsement of Rebecca, be noted. Carrie stated that she does not
66 share the short-staffing concern. Bill clarified that once applications are submitted, the Zoning
67 Administrator must meet deadlines or applications are automatically approved. An issue that has arisen
68 in the past. Lee Krohn responded that Lindsay and Rebecca, if Rebecca is appointed, can work
69 collaboratively to address the concern. Nate Bareham suggested the discussion continue at a different
70 time. Robert found the staffing concern to be valid, commented that staffing oversight is the
71 responsibility of the Town Administrator, even though there is currently turnover in that position as
72 well.

72

73 **Discuss changing time of PC meetings from 7pm to 6pm:**

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75 Matt noted that going past the scheduled adjournment time of 9pm has been flagged as a concern
76 by several Planning Commission members. Matt said the goal of the time change is to increase
77 efficiency. Robert commented that the earlier time shouldn't be used to allow for longer meetings.
78 Ashley pointed out that Planning Commission members are volunteers, running over is consistent,
79 agendas are overly ambitious, members time should be respected, focus and efficiency should be at the
80 forefront. Robert agreed with agenda discipline. Matt asked all Planning Commission members to be
81 accountable for asking members to stay focused and on topic. Bill stated his concerns with an earlier
82 start time, including that Planning Commission members need to eat dinner, the earlier time might not
83 work for the public, and that most committees in town meet at 7pm. Consensus to compromise with a
84 6:30pm start time.

84

85 **MOTION by Matt Krasnow; seconded by Linda Radimer, to change the Planning**
86 **Commission regular meeting time from 7:00pm to 6:30pm ending at 8:30pm. VOTE: 7 ayes,**
87 **motion carried.**

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88 **Discussion:** Robert suggested pre-work to increase efficiency. Matt commented on the
89 possibility of inadvertently creating a quorum by doing so. Matt asked that Lindsay post the change in
90 regular meeting time on Front Porch Forum and the town website. Bill added to Matt's request and
91 asked for an emphasis on the time change on the next agenda. Lindsay noted a strategy used by the
92 Development Review Board to increase efficiency; the Chair meets with the Zoning Administrator in
93 preparation for the meeting. Lindsay commented that a Planning Commission member meeting with her
94 in advance might help foster efficiency.

94

95 **PC to prepare for the October 16th Public Hearing on LUR Amendments:**

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97 Matt suggested using the PowerPoint presentation that Lindsay created as a practice run for the
public hearing. Lindsay reviewed slides within the PowerPoint presentation as follows:

98 Lindsay outlined that the intent of the LUR amendments is to better reflect preferred patterns of
99 development and land use priority.

100 Lindsay summarized the work that was done to arrive at the proposed LUR amendments
101 including the 2023/2024 Village Master Planning project, the East and West Villages report, the team of
102 consultants that worked with the Steering Committee, and the Planning Commission's work to refine
103 proposed amendments.

104 Robert asked if Lindsay planned to review the PowerPoint presentation during the hearing.
105 Lindsay clarified that the intent of the PowerPoint presentation was to provide the Planning Commission
106 with information for the hearing.

107 Lindsay reviewed process and procedure for approving proposed amendments. These include
108 that the Planning Commission holds at least one public hearing, neighboring towns are notified, drafted
109 amendments are reviewed by the town attorney, the Selectboard determines the final wording.

110 Lindsay moved to the details of the proposed amendments including updates to district zoning
111 tables to note where Vermont Act 47 applies, to address dimensional standards as minimum lot area and
112 maximum coverage, and to add mixed use dimensional standards. The rationale for these changes is
113 compliance with state statutes, correct language, and improving organization.

114 The next category of details was the update to dimensional standard language in the East and
115 West Village Commercial Districts. In the West Commercial Village District, the maximum density for
116 mixed use, 1 acre per dwelling unit. In the East Village Commercial District 2 acres per dwelling unit.

117 Lindsay then outlined proposed amendments to update permitted and conditional uses in zoning
118 tables 2.1-2.5 and 2.7. Lindsay listed the changes to each table and the corresponding rationale where
119 applicable.

120 Lindsay reviewed changes to Section 3.1 including that severely damaged structures must be
121 secured or stabilized to reduce public risk. Property owners must abide by local waste ordinances if they
122 decide to demolish. Regulations prohibit the continued use of severely damaged structures that have
123 been deemed by the Authority Having Jurisdiction to be unsafe.

124 Lindsay outlined amendments to ensure compliance with Act 47 and Act 181. Update permitted
125 uses so that they include duplexes in all districts where single-family dwellings are a permitted use.
126 Allow affordable housing projects served by public wastewater and public water service to include an
127 additional floor above district height limit.

128 Lindsay moved to the proposal to eliminate the Planned Unit Development (PUD) review
129 requirement for more than 1 residential dwelling unit for mixed-use projects.

130 The next category outlined proposed updates to section 5.4 conditional use review including:
131 language in the design standards to state that the Development Review Board (DRB) shall determine
132 that conditional use proposals meet the intent of the Town Plan. Modify language in bylaws in effect to
133 note that the DRB shall not approve proposed development that does not meet the requirements of other
134 bylaws and ordinances. Clarify that proposals shall not have an undue adverse impact on the utilization
135 of renewable energy. Add projects shall not substantially or permanently impact bordering property.

136 Finally, Lindsay reviewed proposed changes to section 9.6 including an update to reflect that the
137 Chair of the DRB is the recipient of any appeals to the Zoning Administrator's decision. An update to
138 the definition for Interested Persons. An outline that an appeal shall not be based on character of the area
139 if the project includes affordable housing.

140 Matt then proposed an outline for the public hearing. Begin with explaining the process and
141 procedures to the audience, pulling from Lindsay's slide. Then define the purpose and categories for the
142 proposed amendments. The three categories being administrative changes/structural improvements to
143 LURs, statutory updates driven by mandates, and proposed changes resulting from work completed by
144 Chittenden County Regional Planning Commission (CCRPC) that was translated by the Planning
145 Commission. Matt suggested Lindsay present the proposed amendments in order of least to most likely
146 to receive public comment.

147 Robert emphasized the importance of educating the public, suggested that the CCRPC not be
148 mentioned, rather the concepts behind the proposed amendments.

149 Linda stated the importance of addressing water limitations. Matt disagreed and pointed out that
150 water is a natural constraint, and wastewater is regulated by the state. Therefore, not under the purview
151 of the Planning Commission or LURs. Robert felt that the Planning Commission should be able to speak
152 to the process of how water and wastewater might be addressed. Matt responded that education should
153 be on natural constraints. Ashley agreed that the Planning Commission should be able to briefly speak to
154 how water capability and potential impact on abutters is determined. Bill pointed out that water is a
155 consistent concern. Matt spoke about potential remedies when water supply is insufficient. Charles
156 Russell mentioned that there is mapping that shows the capacity of wells.

157 Robert questioned if potential development that could occur with the proposed updates to
158 dimensional standard language in the East and West Village Commercial Districts had been determined.
159 To this question, Charles suggested the use of mapping as a visual aid. Robert agreed that mapping
160 would illustrate the proposed modest steps towards that which is outlined in the Town Plan.

161 Charles pointed out that proposed changes from conditional to permitted use may also be
162 controversial and the Planning Commission should be prepared to speak to these proposals as well. JD
163 Herlihy added that the Planning Commission should be prepared to speak to desired and expected
164 outcomes. Matt noted that the intent of the hearing is to receive public feedback rather than engage in
165 discussions. Bill outlined the concerns that he anticipates including water, lack of visual buildout
166 analysis, and types of buildings.

167 Ashley suggested that Planning Commission members that have ideas on how to respond to
168 anticipated concerns send their ideas to Matt and Lindsay for their work session on October 14th. Further
169 action steps: creation of a brief presentation for the public hearing, plain language information on the
170 proposed amendments posted for the public to review prior to the hearing.

171

172 **Draft next agenda:**

173 The public hearing is scheduled for the next meeting.

174

175 **Updates from around Town:**

176 Bill listed important items that warrant Planning Commission attention. These included a site
177 visit for Encore Renewable Energy's proposed solar project. The state's Land Use Regulation Board and
178 their draft Tier 3 designations, which includes Charlotte. The new stipulation included in Act 250
179 regarding driveway length. Lindsay added to Bill's list, the Town Plan update.

180

181 **Adjourn:**

182 **MOTION by Robert Bloch seconded by Linda Radimer, to adjourn the meeting. VOTE: 7**
183 **eyes, motion carried.** The meeting was adjourned at 9:09p.m.

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185 *Minutes respectfully submitted:*

186 Nicole Burnell, Recording Secretary