

**Town of Charleston Planning Commission**  
**Meeting Minutes for Public Meeting on December 9, 2025**

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING

Members Attending: John Kellogg, Chair; Tom Wagner, Clerk; Bill McMaster, Member; Eleanor Leger, Member; Terry Rollins, Ex Officio; Tim Jenness, Ex Officio; Members unable to Attend: Blair Moulton, Member; Also Attending: Colleen Kellogg, Assistant Town Clerk.

The meeting, held at the Town Office, was called to order at 5:33 pm by Chair John Kellogg. Minutes of the September 11, 2025 Planning Commission meeting were read. A motion was made by Tom Wagner to accept the minutes as edited and seconded by Bill McMaster. The motion passed unanimously. There was no Public Comment.

Under Old Business:

- Land Use Map: Mr. Kellogg reported that the preliminary Land Use Map of the Town of Charleston proposed by NVDA in response to newly created statewide legislation (Chapter 173) was reviewed by the Planning Commission and publicly displayed at the Town Office to invite review by town residents. The map, which was constructed using state sanctioned data bases and other information, attempts to identify land use within the town by creating 11 land use categories. The Planning Commission reported back to NVDA that there is no reliable method for the town to validate the assignment of land use categories as shown on the current draft map. As such, the town reported to NVDA that it will wait to see what approval and appeal process is put into place when the state's Land Use Board is initially convened.
- 2026 Town Plan: Mr. Kellogg reported that work has begun in earnest to update the Town Plan as required every eight years by state law. He reviewed the twelve mandatory subject areas that must be addressed by the Town Plan, noting that the state is particularly focused this year on affordable housing. After general discussion about the town's housing supply and some of the other Town Plan categories, Mr. Kellogg asked Commission members with expertise or interest in any category to let him know if they want to help with the new draft, which must be completed and approved by NVDA by December 2026.
- Colleen Kellogg provided an update on the town's Local Hazard Mitigation Plan (LHMP), noting that drafts of Sections 1 and 2 have been distributed to the planning team for review and comment by January 5th, and is available for public review on the Planning Commission page of the town website ([charlestonvt.org](http://charlestonvt.org)). She also noted that Community Surveys have been reviewed and summarized with resident concerns integrated into the draft. Next steps will include an update on mitigation actions from the previous plan along with proposed mitigation actions for the 2026 plan.

Under New Business, Mr. Kellogg proposed that the Commission set meeting dates of March 12, June 11, September 10, and December 10 for its 2026 Quarterly Meetings. Seeing no objection, the 2026 meeting schedule was adopted.

Seeing no other business before the Commission, Mr. Kellogg asked for a motion to adjourn, which was made by Mr. Wagner and seconded by Mr. McMaster. The motion passed unanimously. The meeting was adjourned at 6:00 pm.

The next meeting of the Planning Commission will be held at 5:30 pm on March 12, 2026 at the Town Office.

Minutes Accepted on March 12, 2026 by:

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John Kellogg, Chair

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Tom Wagner, Clerk