

1 **Town of Charlotte**
2 **DEVELOPMENT REVIEW BOARD MEETING**
3 **Meeting Conducted at Town Hall and via Teleconference**
4 **February 25, 2026**

5
6 ***DRAFT – subject to approval by the Development Review Board***

7 **Development Review Board:** Charles Russell (Chair), Gerald Bouchard (Vice Chair), Alexa Lewis,
8 Doug Paton, Brandon Tieso.

9 **Staff:** Rebecca Kaplan, Zoning Administrator.

10 **OTHERS:** Scott Burns, Jacques Larose, John Davis, Cooper Hayes, Frank Tenney.

11
12 ***Posted Agenda:***

13 7:00 PM Call to Order; changes to agenda (if any)
14 7:02 PM Public Comment (not pertaining to pending applications)
15 7:05 PM DRB-26-10-SK Burns – sketch plan - Replace existing 2-bedroom house with a 3,500 SF
16 retail store and 1-bedroom apartment at 89 Ferry Road
17 7:30 PM DRB-26-04-SDA Harmeling-Cooper(re-submitted) – reconsideration of draft decision
18 based on an error Subdivision amendment to transfer 5.57 acres between lots of common
19 ownership at 3702 Mount Philo Road
20 7:40 PM Review & Approve Meeting Minutes: draft DRB Minutes, February 11, 2026
21 7:45 PM DRB suggested edits to the Land Use Regulations (continued)
22 9:00 PM Adjourn

23
24 **Call to Order/ changes to agenda:**

25 Chair, Charles Russell, called the meeting to order at 7:02pm. Russell added plat review for John
26 Davis.

27
28 **Public Comment:**

29 None.

30
31 **DRB-26-10-SK Burns – sketch plan - Replace existing 2-bedroom house with a 3,500 SF retail**
32 **store and 1-bedroom apartment at 89 Ferry Road:**

33 Landowner, Scott Burns and Jacques Larose, Project Engineer, Civil Engineers Associates were
34 introduced. Larose opened the presentation with an overview of the proposal. Burns is seeking to replace
35 an existing 2-bedroom home with a retail store and 1-bedroom apartment. Larose went on to say that the
36 parcel is significantly encumbered by wetlands which necessitated an evaluation by a wetland ecologist.
37 The state then reviewed and confirmed that evaluation and is willing to issue a wetland buffer impact
38 permit. Larose noted that a municipal sewer connection application has been submitted to the
39 Selectboard.

40 Alexa Lewis confirmed that access to the proposed parking lot is essentially the same as access
41 for the current, residential driveway. Lewis pointed out that a Highway Access Permit would be needed.
42 Russell commented on the need to maintain the front yard setback when considering parking. To this
43 point, Larose asked about maintaining the side yard setback. Russell responded that side yard setbacks
44 for parking are not defined in the Land Use Regulations (LURs). Lewis asked about proposed lighting
45 for the parking lot. Larose outlined tentative plans for lighting.

46 Lewis asked for clarification on three buffers identified on mapping. Larose said that all three are
47 well buffers.

48 Lewis noted that several trees would be removed for construction. Lewis asked about a white oak
49 and the possibility of retaining. Larose responded that provided the tree is in healthy condition, efforts
50 could be made to retain. Lewis then asked about an existing cedar hedge. Larose said that efforts would
51 be made to retain the hedge as well.

52 Lewis then moved to pathways and crossings and commented that the need to connect to existing
53 pathways would depend on the type of business that will occupy the retail space. Russell read from Land
54 Use Regulations (LURs) on pedestrian access.

55 Russell moved to application requirements that the applicant is seeking to waive. To this, Larose
56 asked for confirmation that the application would not require a Planned Unit Development (PUD).
57 Russell responded that the Zoning Administrator decided the application falls under Site Plan Review.
58 Russell circled back to requested application waivers. Larose asked Russell to review potential waivers,
59 and he would respond in real-time. Russell agreed to do so.

60 As Russell reviewed potential waivers, Larose asked to waive the requirement to provide draft
61 legal documents. To this, Brandon Tieso pointed out that the municipal sewer connection would require
62 legal documentation. Larose agreed and withdrew his request. Larose then asked to waive the
63 requirement for a construction schedule as the applicant does not have one. No opposition to this. Larose
64 requested to waive the requirement for a traffic impact analysis because of the small nature of the
65 project. Tieso disagreed because of the location. Lewis commented that it is difficult to make a
66 judgement without knowing what the business will be. Larose said that retail is proposed and whatever
67 occupies the space will always fall under Permitted Use. The conclusion was that Larose would provide
68 a traffic impact narrative and maximize parking spaces.

69

70 **Plat review for Jon Davis:**

71 Jon Davis spoke about the additional acreage that had been designated for Open Space and the
72 addition of building envelopes on the plat. Davis said that 9.35 acres of Open Space is required and 9.42
73 acres were allocated. Lewis asked if the Open Space Agreement was finalized. Davis said that it was
74 not. Davis wanted confirmation that the designated Open Space would suffice before doing so. Davis
75 said he is on the Selectboard's agenda for March 9th to finalize the Open Space Agreement. Doug Paton
76 suggested that Open Space be delineated in a clearer way. Davis agreed to do so.

77 **MOTION by Brandon Tieso; seconded by Alexa Lewis, to approve the plat as presented,**
78 **contingent upon Selectboard approval of the Open Space Agreement, and to further authorize**
79 **Charles Russell to sign the plat, once the Open Space Agreement has been approved. 5 ayes,**
80 **motion carried.**

81

82 **DRB-26-04-SDA Harmeling-Cooper(re-submitted) – reconsideration of draft decision based on an** 83 **error Subdivision amendment to transfer 5.57 acres between lots of common ownership at 3702** 84 **Mount Philo Road:**

85 Russell said there was an oversight resulting in a discrepancy between the decision and final plat
86 which necessitates reopening for reconsideration.

87 **MOTION by Brandon Tieso; seconded by Gerald Bouchard, to reopen for reconsideration**
88 **DRB-26-04-SDA Harmeling-Cooper. 5 ayes, motion carried.**

89 Russell reviewed the reworded decision that aligns the decision and final plat.

90 **MOTION by Gerald Bouchard; seconded by Brandon Tieso, to approve the decision for**
91 **DRB-26-04-SDA Harmeling-Cooper, as amended. 5 ayes, motion carried.**

92 **MOTION by Gerald Bouchard; seconded by Brandon Tieso, to approve the plat for DRB-**
93 **26-04-SDA Harmeling-Cooper. 5 ayes, motion carried.**

94

95 **Review & Approve Meeting Minutes: draft DRB Minutes, February 11, 2026:**

96 **MOTION by Gerald Bouchard; seconded by Doug Paton, to approve the DRB meeting**
97 **minutes for February 11, 2026, as amended. 4 ayes, 1 abstention, motion carried.** Brandon Tieso
98 abstained.

99
100 **DRB suggested edits to the Land Use Regulations (continued):**

101 Rebecca Kaplan pulled up a spreadsheet that she had created. Kaplan confirmed that
102 administrative edits had been reviewed with the Town Planner. Kaplan noted that highlighted items
103 hadn't been discussed amongst the Development Review Board (DRB) and suggested the DRB review
104 these items and discuss as needed.

105 Regarding the item to *clarify what we are looking for in terms of stormwater management and*
106 *erosion control plan*, Lewis suggested consolidation within the LURs.

107 Russell moved to the item to *clarify stabilization of a damaged structure shall occur in a*
108 *reasonable amount of me following the event resulting in damage, to prevent hazards to public health*
109 *and safety* and questioned if this would be better addressed through an ordinance.

110 Russell said that the Town Planner would like the DRB's suggested edits by March 2nd to
111 prepare for presentation to the Planning Commission on March 5th. To this, Lewis said that some of her
112 earlier suggestions were addressed in later sections of the LURs and restated the need for consolidation.

113 Russell commented on how *define legal trails* had been addressed. Lewis said she would still
114 like to see them defined in the Definition section of LURs.

115 Kaplan commented that the item referencing *Section 3.8 (1)(b) lacks clarity*, should be
116 withdrawn as the Town Planner did not agree that it lacked clarity.

117 Discussion moved to the item regarding *what constitutes abandonment or discontinuance and*
118 *how is the date of damage determined for the one-year period to commence*. Lewis emphasized that the
119 issue is how the start date is determined. One suggestion is to use the date utilities are cut off. Lewis also
120 noted that there is often no event that leads to abandonment.

121 Russell questioned the item referencing *Structure: ... and tanks for the outdoor storage of gas or*
122 *oil Clarify type and size*. Specifically, why would a tank be considered a structure.

123 Again, consolidation within LURs was discussed in response to the question *should we be*
124 *considering a condition of subdivision the grant or future grant of an easement that would allow road*
125 *connectivity to other parcels or subdivisions—especially in the villages?*

126 Lewis clarified her proposed edit regarding cutting trees to maintain an existing view.

127 Remaining items were reviewed and determined not to need any further discussion or had been
128 resolved.

129
130 **Adjourn:**

131 **MOTION by Alexa Lewis; seconded by Brandon Tieso, to adjourn the meeting. VOTE: 5**
132 **ayes, motion carried.** The meeting was adjourned at 8:56pm.

133
134 Minutes respectfully submitted:

135 Nicole Burnell, Recording Secretary