

1 **Town of Charlotte**  
2 **DEVELOPMENT REVIEW BOARD MEETING**  
3 **Meeting Conducted at Town Hall and via Teleconference**  
4 **February 14, 2024**  
5

6 **Development Review Board:** Charles Russell (Chair), JD Herlihy (Vice Chair), Gerald Bouchard,  
7 Alexa Lewis, Brandon Tieso.

8 **Staff:** Aaron Brown, Zoning Administrator

9 **OTHERS:** Frank Tenney, Paul Plante, James Faulkner, Rene Kaczka-Valliere, Kristen Neilson,  
10 Rodney Stearns, Donna Stearns, Alex Bunten, Jason Galipeau.

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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 23-180-PUD (FP) Yellowwood – Final Plan review for Planned Unit Development  
16 (PUD) for mixed-used facility at 213 Ferry Rd. Project folder online at:  
17 <http://tinyurl.com/4w5wfew4>.  
18 7:35 PM 23-199-SD Stearns – Final Plan review for a two-lot subdivision/Planned  
19 Residential Development (PRD) at 7529 Spear St. Project folder online at:  
20 <http://tinyurl.com/4w5wfew4>.  
21 7:45 PM 24-005-BA Bunten-Galipeau – Boundary Adjustment at 488-436 Monkton Rd.  
22 Project folder online at: <http://tinyurl.com/4w5wfew4>.  
23 8:30 PM Review & Approve Meeting Minutes: draft DRB Minutes, January 24, 2024  
24 8:35 PM Review & Approve Draft Decisions: 24-004-SK Charlotte Village Partners Sketch  
25 Plan Letter  
26 9:00 PM Adjourn  
27

28 **CALL TO ORDER:** Chair Charles Russell called the meeting to order at 7:01 pm.  
29

30 **CHANGES TO AGENDA:** Review of the previous meeting's minutes were moved to the beginning  
31 of the meeting.  
32

33 **Public Comment:** None.  
34

35 **Review & Approve Meeting Minutes: draft DRB Minutes, January 24, 2024:**

36 **MOTION by Gerald Bouchard; seconded by JD Herlihy, to approve the DRB meeting**  
37 **minutes for January 24, 2024, as amended. VOTE: 5 ayes, motion carried.**  
38

39 **23-180-PUD (FP) Yellowwood – Final Plan review for Planned Unit Development (PUD) for**  
40 **mixed-used facility at 213 Ferry Rd.:**

41 Russell asked the Development Review Board (DRB) if anyone had conflict of interest or ex  
42 parte communications to disclose. Russell mentioned that he recused self for the neighboring  
43 property. Russell swore in Kristen Neilson.

44 Alexa Lewis asked if Neilson had an update on her wetland permit application. Neilson did  
45 not.

46 Russell said that the updated plat notes that there is no access easement on the west side to  
47 benefit 251 Ferry Road. Lewis asked Neilson if all easements have now been depicted. Neilson  
48 confirmed. JD Herlihy pointed to a 20' wide access easement which goes through the west end of  
49 the existing garage and the proposed addition. Herlihy acknowledged that the access easement is  
50 depicted on a limited survey, which is not for boundary lines. Russell asked Herlihy what his  
51 concern or question is. Herlihy questioned if an addition can be built into an easement. Russell felt  
52 that the easement is a private matter that Neilson would need to negotiate with the town, as the  
53 easement benefits the town. Russell suggested a condition to address the issue. Lewis proposed  
54 that Neilson obtain professional confirmation of boundary lines. Consensus to continue the  
55 hearing.

56 **MOTION by JD Herlihy; seconded by Alexa Lewis, to continue 23-180-PUD (FP)**  
57 **Yellowwood to February 28, 2024, at 7:05pm. VOTE: 5 ayes, motion carried.**

58  
59 **23-199-SD Stearns – Final Plan review for a two-lot subdivision/Planned Residential**  
60 **Development (PRD) at 7529 Spear St.:**

61 Russell asked the Development Review Board (DRB) if anyone had conflict of interest or ex  
62 parte communications to disclose; none noted. Russell swore in Rodney and Donna Stearns.

63 Donna Stearns said the density table was updated. The table was reviewed.

64 Russell confirmed that a Highway Access permit had been obtained.

65 Donna Stearns proposed that the mailboxes be relocated. Herlihy said that mailboxes do  
66 not fall under Land Use Regulations (LURs), therefore are not under the purview of the  
67 Development Review Board.

68 **MOTION by Gerald Bouchard; seconded by JD Herlihy, to close 23-199-SD**  
69 **Stearns. VOTE: 5 ayes, motion carried.**

70  
71 **24-005-BA Buntten-Galipeau – Boundary Adjustment at 488-436 Monkton Rd.:**

72 Russell asked the Development Review Board (DRB) if anyone had conflict of interest or ex  
73 parte communications to disclose; none noted. Russell swore in Jason Galipeau and Alex Buntten.

74 Buntten said it is a standard boundary line adjustment to help Galipeau make a conforming  
75 lot. Russell said that the only issue in the LURs is that it is not a regular lot shape, but it follows the  
76 natural landscape. Herlihy pointed out that there is the benefit of making the lot conforming.

77 **MOTION by JD Herlihy; seconded by Gerald Bouchard, to close 24-005-BA Buntten-**  
78 **Galipeau. VOTE: 5 ayes, motion carried.**

79  
80 **Deliberations Buntten-Galipeau: None.**

81  
82 **Deliberations Stearns: None.**

83  
84 **Review & Approve Draft Decisions: 24-004-SK Charlotte Village Partners Sketch Plan**  
85 **Letter:**

86 Russell recused himself from the discussion about Charlotte Village Partners.

87 Lewis mentioned that the applicant had not yet applied for their wetland permit.

88 Herlihy asked if there should be a statement about total square footage. Lewis responded  
89 that the application shows that office space will be limited to 3,500 square feet to avoid  
90 conditional use review, and that anything beyond that square footage will be used for storage.  
91 Herlihy would like to know where the 3,500 square feet of office space will be. Gerald Bouchard  
92 said that closets count towards office space, which is where storage occurs. Herlihy read from  
93 LURs which indicate that square footage in the Village District is determined by floor area, which

94 confirmed Bouchard's point. Consensus to request more information on the floor area and use of  
95 the 3,500 square feet.

96 Herlihy mentioned previous discussion of reducing the number of proposed parking  
97 spaces. Lewis responded that because parking in the Village District is limited, reducing the  
98 number of parking spaces doesn't make sense.

99 Lewis suggested further information on the proposed easement with the town which is  
100 speculated to be floating.

101 Lewis asked for reference to the LUR requirement for bicycle parking.

102 Herlihy asked that the final landscaping plan be included.

103

104 **MOTION by Alexa Lewis; seconded by Brandon Tieso, to adjourn the meeting. VOTE:**

105 **4 ayes, motion carried.** The meeting was adjourned at 8:33pm.

106

107 Minutes respectfully submitted:

108 Nicole Burnell, Recording Secretary with edits by Zoning Administrator Aaron Brown