

CHARLOTTE DEVELOPMENT REVIEW BOARD

**P.O. BOX 119
CHARLOTTE, VT 05445**

March 11, 2026

Scott Burns
425 Hills Point Road
Charlotte, VT 05445

Dear Mr. Burns,

This letter covers the Charlotte Development Review Board's understanding of your proposal for your property at 89 Ferry Road in the Village Commercial District. This letter cites the current *Charlotte Land Use Regulations* (LURs), Amended November 7, 2023 as well as the proposed changes to the *Charlotte Land Use Regulations* (on the Town of Charlotte March 2, 2026 ballot) pertinent to your proposed development and sets forth requirements for your next steps in the development review process.

The Development Review Board (DRB) has reviewed application DRB 26-10-SK, which proposes to demolish an existing house and detached garage and construct a new 3,500 sq. ft. retail store and a 1-bedroom apartment.

The Development Review Board met at the Charlotte Town Hall to consider your application on February 25, 2026. In attendance at the 7:05 p.m. sketch plan meeting were board members Charles Russell (Chair), Gerald Bouchard (Vice-Chair), Alexa Lewis, Doug Paton, and Brandon Tieso. Also in attendance were Jacques Larose P.E. (applicant's engineer), Scott Burns (applicant), Cooper Hayes, Ken Smith and Frank Tenney.

The Development Review Board has determined that this project requires Site Plan review, per Section 5.5, of the *Land Use Regulations*.

Waivers

The Development Review Board has granted waivers for the following Site Plan Review items found in Table 5.1:

- 10. Construction Schedule
- 11c. Shoreland Management Plan

The Development Review Board requests that the following Site Plan Review items found in Table 5.1 be covered in your application in narrative form:

- 11e. Traffic Impact Analysis

Section 5.5 and Table 5.1 Requirements: The Sketch Plan application included the following exhibits dated April 2025:

1. Sketch Plan Application
2. Existing Conditions Site Plan, C1.0
3. Proposed Sketch Plan, C2.0
4. Photographs of the property

These submittals should be updated to include floor plans and elevations of the retail store and 1-bedroom apartment as well as any changes to the Proposed (Site) Plan.

Section 5.5 Site Plan Review (E) Standards.

(3) Access: A *Highway Access Permit* is required for moving the driveway and for change of use.

(4) Parking, Loading & Service Areas: 1. The Board supports the applicant's intention to re-design the "parking lot" such that there are no parking spaces in the wetlands. 2. The Board encourages maximizing the number of parking spaces beyond the required 14 parking spaces.

(5) Landscaping and Screening: The Board would like to see the white oak tree located in the right-of-way preserved, if possible, as well as the existing cedar hedgerow.

(7) Outdoor Lighting: The Board requests exterior light fixture specifications to be included in the application.

In accordance with Section 6.3(D) of the *LURs*, this Sketch Plan Review is valid for six months from the date of this letter, unless a six-month extension is requested in writing before the expiration date.

Sincerely,

Charles Russell, Chair
Development Review Board