

Town of Charlotte Staff Report – DRB 26-10-SK Burns

DEVELOPMENT REVIEW BOARD sketch plan meeting scheduled for November 5, 2025

General Information

Applicant:	Scott Burns
Application No.:	DRB-26-10-SK
Property Owner:	same
Requested Action:	Site Plan Approval
Purpose:	Replace an existing 2-bdrm house with a 3,500 SF retail store and a 1-bdrm apartment
Existing Zoning:	Village Commercial
Location:	89 Ferry Road
Parcel ID:	00061-0089
Lot Size:	1 acre
Existing Land Use:	Residential
Surrounding Land Use	Commercial
Permitting / Subdivision	66-15-ZP: 10ft x 8ft kitchen addition
History:	
Applicable Regulations	Land Use Regulations, as amended 2023 Recommended Standards for Developments & Homes, 1997 Charlotte Town Plan, 2019
Public Notification:	N/A

Exhibits:

1. Sketch Plan Application, Scott Burns, received February 6, 2026
2. Existing Conditions, Sheets C1.0, Civil Engineering Associates, February, 2026
3. Proposed Site Plan, Sheets C2.0, Civil Engineering Associates, February, 2026
4. Photos, received February 6, 2026
5. Abutters List, received February 6, 2026

Project background:

The 1-acre lot is improved with a 2-bedroom single-family dwelling and a detached garage. Approximately two-thirds of the lot contains Class II wetlands.

Review standards:

1. **Section 2.3, Table 2.3** – Application of District Standards –Village Commercial District (VCM)
2. **Section 3.7** – Nonconforming Lots (Existing Small Lots)
3. **Section 3.11** – Parking, Loading, and Service Area Requirements
4. **Section 3.12** – Performance Standards
5. **Section 3.15** – Surface Waters and Wetlands
6. **Section 3.16** – Water and Wastewater System Requirements
7. **Section 5.5** - Site Plan Review

Section 2.3, Table 2.3 – Application of District Standards – Village Commercial District

The purposes of the Village Commercial District, located within the town's two village areas, are: (1) to offer retail and personal services ... (4) to allow for mixed residential and commercial development; ... and (5) to promote a density, scale and pattern of commercial development that is compatible with the character and pattern of development in Charlotte's villages as expressed in the Charlotte Town Plan.

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Section 2.3 (C) – Permitted Uses

Dwelling and Retail Store (Max. 3,500 SF) are a Permitted Uses in the Village Commercial District.

Section 2.4 (E) – Dimensional Standards

Under the proposed changes to the LURs regarding Mixed-Use Dimensional Standards, the minimum density (1 acre per dwelling unit) is met.

The proposed 3,500 SF retail store with a 1-bdrm apartment meets the setbacks.

Section 3.7 – Nonconforming Lots (Existing Small Lots) *any lot in individual ownership ... which does not meet the minimum lot size requirements of these regulations, may be developed for the purposes permitted in the district in which it is located if all other applicable requirements of these regulations are met; however, development is prohibited on existing small lots which either: (1) are less than one-eighth (1/8th) acre in area; or (2) have a width or depth dimension of less than 40 feet.*
The lot is 1 acre and 137 feet wide; therefore, it may be developed.

Section 3.11 – Parking, Loading, and Service Areas

The LURs require one parking space per 250 sq. ft. of floor area for Retail, and two parking spaces per dwelling unit. Without knowing the square footages of the two uses, a maximum of 14 parking spaces is required. The applicants are proposing a total of 23 parking spaces.

Section 3.12 – Performance Standards

The proposal does not appear to warrant any concerns with the performance standards.

Section 3.15 – Surface Waters and Wetlands

The south end of the paved parking lot encroaches into the wetland buffer placing nine parking spaces partially in the wetland buffer. Wetland delineation was confirmed by the State in the summer of 2025. Applicant states: “The Project has been determined eligible for wetland permitting with mitigation such as the conservation of wetlands on the remaining portion of the parcel.”

Section 3.16 – Water and Wastewater System Requirements

The existing house has a grandfathered onsite water and sewer system. The proposed project requires expansion of the water and sewer system. Potable water will be served by the existing well. Applicant submitted a *Preliminary Sewer Allocation Application* to the town, January 13, 2026.

Section 5.5 – Site Plan Review - (E) Standards requires review of the following elements:

1. *Site Features* – The 1-acre property is currently improved with a 2-bedroom single-family residence and a detached garage. The majority of the subject parcel is statewide agricultural soil, with some prime agricultural soil in the northwest corner.
2. *Site Layout and Design* – The applicant submitted a proposed site plan, C2-0.
3. *Access* – Applicant proposes to expand the existing access from Ferry Road to 24 feet wide.
4. *Parking, Loading, and Service Areas* – The applicant proposes a paved parking lot with 23 parking spaces.
5. *Landscaping and Screening* – Applicant seeks to retain existing vegetation where possible. Applicant proposes to fully screen the trash receptacles, which will be located in the parking lot.
6. *Stormwater Management and Erosion Control* – none submitted.
7. *Outdoor Lighting* – Two light poles, with downcast light fixtures, are proposed to illuminate the parking lot.

Prepared by: Rebecca Kaplan, Zoning Administrator, February 9, 2026.