

1 **Town of Charlotte**
2 **DEVELOPMENT REVIEW BOARD MEETING**
3 **Meeting Conducted at Town Hall and via Teleconference**
4 **March 27, 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, Michelle Lussier
10

11 ***Posted Agenda:***

12 7:00 PM Call to Order; changes to agenda (if any)
13 7:02 PM Public Comment (not pertaining to pending applications)
14 7:05 PM DRB 24-033-SK Palmer – Subdivision Amendment at northeast corner of Town of
15 Charlotte (west of Shelburne Falls Rd.). Project folder online at
16 [https://bit.ly/DRB 24-033-SK Palmer](https://bit.ly/DRB_24-033-SK_Palmer)
17 7:20 PM Markup & Approve Draft Sketch Letter: DRB 24-015-SK Lussier
18 7:25 PM Review & Approve Meeting Minutes: draft DRB Minutes, March 13, 2024
19 7:30 PM Open discussion on DRB process and resources continued.
20 9:00 PM Adjourn
21

22 **CALL TO ORDER:** Chair Charles Russell called the meeting to order at 7:04 pm.
23

24 **CHANGES TO AGENDA:** A review of the minutes, markup of the Lussier sketch letter, open
25 discussion on DRB process and resources occurred while waiting for the Palmer representative to
26 arrive.
27

28 **Public Comment:** None.
29

30 **Review & Approve Meeting Minutes: draft DRB Minutes, March 13, 2024:**

31 **MOTION by Alexa Lewis; seconded by Gerald Bouchard, to approve the DRB meeting**
32 **minutes for March 13, 2024, as written. VOTE: 5 ayes, motion carried.**
33

34 **Markup & Approve Draft Sketch Letter: DRB 24-015-SK Lussier:**

35 Brandon Tieso questioned the inclusion of Planned Residential Development (PRD) in
36 Section 8.4. Consensus to remove.

37 Russell pointed out that driveways are *required* to be on the lesser traveled road. JD
38 Herlihy read from Land Use Regulations (LURs) which confirmed this, unless otherwise approved
39 by the Development Review Board (DRB).

40 **MOTION by Gerald Bouchard; seconded by Alexa Lewis, to approve DRB 24-015-SK**
41 **Lussier Sketch Letter, as amended. VOTE: 5 ayes, motion carried.**

42 Michelle Lussier asked for clarification on the building envelope. Russell answered that
43 building envelopes are where applicants are limited to place all structures. Lambert asked if it
44 should be as big as possible. Lewis said that building envelopes should match character of the
45 area. Russell added that they should also protect areas of high public value.

46 Lussier asked about the letter from the Charlotte Conservation Commission. The letter was
47 not available on the town's website. Russell reviewed the letter, which concluded that the
48 application conforms.

49 Lussier asked if Lot P4 does not pass for wastewater, and the lot is not subdivided off,
50 would that require Lambert to reapply. Russell responded that at this point in the process, that
51 potential change could be made without having to reapply, because the application is currently at
52 sketch.

53

54 **Open discussion on DRB process and resources continued:**

55 Russell researched what is required for plats. An accurate description is required for
56 subdivision. Surveyors are required to upload surveys to the Vermont Center for Geographic
57 Information, but there is no penalty for not doing so. Russell asked if this should be included in
58 DRB decisions. Lewis agreed. Russell added that Zoning Administrator Brown researched if other
59 municipalities require plats for site plans, and almost none require them.

60 Russell discussed what constitutes an interested party and read the definition from the
61 LURs. The group discussed how public comment differs from interested party status.

62 Discussion on town maps and their inclusion in the Town Plan.

63 Russell said it would be helpful to have a better definition for undue adverse effects.

64 Currently in LURs, the definition references *without offending sensibilities of an average person*.

65 Herlihy pointed out that in an ideal situation, the applicant engages with the Charlotte
66 Conservation Commission to determine areas of high public value before appearing before the
67 DRB. Lately, some advisory letters from the Commission have been last-minute. Russell added that
68 applications have also come in last-minute. The Commission agreed to create an informative
69 document for applicants to receive upon application submission. Lewis noted that a concern
70 expressed by the Commission is that document is not friendly because it includes statutes. Paul
71 Plante said staff have advised including the statutory reference and agreed that the Commission
72 needs more time to work with an applicant and that statutes should be included in the document.
73 Herlihy said that many applicants agree with conservation goals. Frank Tenney suggested that the
74 DRB and the Conservation Commission meet to get on the same page. Tenney echoed that the
75 Commission needs more time to consult with an applicant and issue a letter. In response to the
76 time aspect, Aaron Brown said that the LURs indicate that sketch plans are to be scheduled at the
77 next available meeting. Russell spoke to current Commission procedure to assign Commission
78 members cases in between meetings. Herlihy said that ideally, the Commission's deliberations
79 would occur in an open meeting. Lewis stated concern for applicants spending money on
80 architects, engineers, etc. before consulting with the Commission.

81

82 **DRB 24-033-SK Palmer – Subdivision Amendment at northeast corner of Town of Charlotte**
83 **(west of Shelburne Falls Rd.):**

84 The applicant's representative was not present or online. This agenda item will be
85 rescheduled.

86

87 **MOTION by Brandon Tieso; seconded by Gerald Bouchard, to adjourn the meeting.**

88 **VOTE: 5 ayes, motion carried.** The meeting was adjourned at 8:19pm.

89

90 Minutes respectfully submitted:

91 Nicole Burnell, Recording Secretary with edits by Aaron Brown