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3 **Town of Charlotte**
4 **DEVELOPMENT REVIEW BOARD**
5 **Meeting Conducted at Town Hall and via Teleconference**
6 **November 30, 2022**

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8 **As approved by the Development Review Board 12.14.22**

9 **Development Review Board:** Charles Russell, JD Herlihy, Gerald Bouchard, Alexa Lewis,
10 Christina Asquith

11 **Staff:** Rebecca Kaplan, P&Z Clerk; Lynn Monty, Recording Secretary

12
13 **OTHERS:** In person: Jason Barnard, Claudia Pfaff, Mark Pfaff, Britany Ambrosio, Dave
14 Marshall, Rachael Hutchins; via Zoom: Larry Robinson, Laurie Bomba, Paul Plante, Frank
15 Tenney, Charlotte News, Jim Donovan

16
17 ***Posted Agenda:***

18 7:00 PM Call to Order; changes to agenda (if any)
19 7:02 PM Public Comment (not pertaining to pending applications)
20 7:05 PM DRB 22-256-SD Pfaff – Final plan review for proposed 2-lot Minor Subdivision
21 at 311 Whalley Rd.
22 7:40 PM DRB 22-259-SD Hutchins – Preliminary plan review for proposed 4-lot Major
23 Subdivision at 363 Riverside Dr.
24 8:30 PM Markup & Approve Draft Decisions: DRB 22-160-SD O'Donnell-Donovan –
25 Decision; Public Deliberations: DRB 22-256-SD Pfaff & DRB 22-259-SD
26 Hutchins (no public testimony or comment will be allowed)
27 8:55 PM Review & Approve Meeting Minutes: DRB Minutes November 16
28 9:00 PM Adjourn

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

31
32 ***CHANGES TO THE AGENDA:*** Charles said there was a letter from Stearns requesting an
33 extension of July 29, 2022 sketch letter to be added to the agenda.

34
35 **MOTION by Gerald Bouchard, seconded by Alexa Lewis, to approve the request from**
36 **Stearns.**

37
38 JD Herlihy asked for clarity of the lot and location. JD asked if the application will be reviewed
39 under the old or new regulations. The process and whether the applicants have a vested right to
40 the old regulations was discussed. New regulations would dictate this would go from a minor
41 subdivision to a PRD. This discussion will continue at a later date. No motion was made.

42
43 **Gerald Bouchard withdrew his MOTION.**

44
45 **Public Comment:** None.
46

47 **DRB 22-256-SD Pfaff – Final plan review for proposed 2-lot Minor Subdivision at 311**
48 **Whalley Rd.**

49 Jason Barnard, Claudia Pfaff, Mark Pfaff, and Britany Ambrosio were sworn in. No conflicts of
50 interest were declared. Jason Barnard reviewed the building envelope, access, water, sewer, and
51 the permits that have been submitted. A wetland delineation has been done prior to sketch plan;
52 the State has approved but will follow up with a site visit in the spring. The parcel has been
53 surveyed. Septic and building envelopes need to be 200 feet away from any lot line shared with
54 agricultural land. Whether or not the abutting lot was in active agricultural use was discussed.
55 Current use and management plans were discussed.

56

57 **MOTION by JD Herlihy, seconded by Gerald Bouchard, to close DRB 22-256-SD Pfaff –**
58 **Final plan review for proposed 2-lot Minor Subdivision at 311 Whalley Rd. VOTE: 5 ayes,**
59 **motion carried.**

60

61 Deliberations commenced. Charles handed out a spreadsheet denoting the summary of standards.
62 It was discussed whether the well on Lot 3 is required to be 200 ft. from active agricultural use
63 (Lot 2). It was discussed whether an updated wetland delineation would be needed. Deliberations
64 to continue.

65

66 **DRB 22-259-SD Hutchins – Preliminary plan review for proposed 4-lot Major Subdivision**
67 **at 363 Riverview Dr.**

68 No conflicts of interest were declared. Rachael Hutchins and Dave Marshall were sworn in. Dave
69 reviewed the location map. The narrow building envelope was explained. Designated Open
70 Spaces, which are contiguous, were shown. The aquatic habitat was discussed. Dave discussed
71 the stream buffers and watershed size. The State said the stream and watershed are small and
72 State policies do not apply, but were still honored in these plans, Dave said. Written standards
73 regarding well placement were discussed. When and where pesticides are used near these wells
74 was discussed. The wells will be 200-feet from the property line. JD asked about fire department
75 approvals for the driveway. Dave explained the driveway location coming off of Carpenter Road
76 made the most sense. Previous boundary adjustments to the parcels were reviewed. The 1989
77 original subdivision was reviewed. Impervious disconnect was explained by Dave; this involves
78 impervious surfaces, storm drainage and reabsorption into appropriate soils. The purposes and
79 uses of Open Space need to be better defined; can structures be built on Open Space. Charles
80 said the issues surrounding Open Space need to be addressed. Past decisions will be reviewed.
81 To be continued to Dec. 14.

82

83 **MOTION by Gerald Bouchard, seconded by JD Herlihy, to continue DRB 22-259-SD**
84 **Hutchins – Preliminary plan review for proposed 4-lot Major Subdivision at 363 Riverside**
85 **Dr. to Dec. 14, 2022. VOTE: 5 ayes, motion carried.**

86

87 **Public Deliberations: DRB 22-256-SD Pfaff (no public testimony or comment will be**
88 **allowed)**

89 Research will be done on if there is any conflict with agricultural operations. The updating of
90 wetland buffers on the plat was discussed.

91

92 **Christina Asquith left the meeting.**

93

94 Alexa Lewis said wetlands move and need to be updated from time to time. The Charlotte map
95 indicates the delineations are four years old. Road conditions and emergency vehicle access was
96 reviewed. Findings and conditions were read, reviewed, and refined.

97

98 **Markup & Approve Draft Decisions: DRB 22-160-SD O'Donnell-Donovan – Decision**

99 Edits were made to the draft. The condition regarding who is responsible for installing the
100 infrastructure for the subdivision needs to be finalized. Should installation of the infrastructure
101 be conditional on obtaining a building permit, or should a performance bond be required, or
102 should both options be included in the decision. To be continued to Dec. 14, 2022.

103

104 **Review & Approve Meeting Minutes: DRB Minutes November 16**

105 No motion. To be continued at the next meeting.

106

107 **Adjourn**

108

109 **MOTION by Gerald Bouchard; seconded by JD Herlihy, to adjourn the meeting. VOTE:**
110 **4 ayes, motion carried. The meeting was adjourned at 10:55 pm.**