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**Town of Charlotte**  
**DEVELOPMENT REVIEW BOARD MEETING**  
**Meeting Conducted at Town Hall and via Teleconference**  
**November 20, 2024**

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***DRAFT – subject to approval by the Development Review Board***

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

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

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**OTHERS:** Frank Tenney, Paul Plante, Katherine Milillo, Robert Stein, Ed Chiappini, Jacques LaRose, Mike Dunbar, Debra Kassabian

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***Posted Agenda:***

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14 7:00 PM Call to Order; changes to agenda (if any)  
15 7:02 PM Public Comment (not pertaining to pending applications)  
16 7:05 PM DRB 24-122-CU Milillo & Stein – public hearing continued - Conditional Use review  
17 for 45 sq. ft. addition to existing camp at 117 Lane’s Lane  
18 7:25 PM DRB 24-164-CU Charlotte Village Partners, LLC – Conditional Use review for  
19 proposed office space greater than 3,500 sq. ft. in existing building at 251 Ferry Rd  
20 7:40 PM Review & Approve Mylar for DRB 24-147-SD Nichols  
21 7:45 PM Review & Approve Meeting Minutes: draft DRB Minutes, November 6, 2024  
22 7:50 PM Deliberations on closed applications (if any)  
23 8:30 PM Discussion on November 13 Joint Meeting with Planning Commission and  
24 Conservation Commission  
25 9:00 PM Adjourn

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**CALL TO ORDER:** Chair Charles Russell called the meeting to order at 7:00pm.

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**CHANGES TO AGENDA:** None.

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**Public Comment:** None.

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**DRB 24-122-CU Milillo & Stein – public hearing continued - Conditional Use review for 45 sq. ft. addition to existing camp at 117 Lane’s Lane:**

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Russell swore in Katherine Milillo and Robert Stein.

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Stein said the proposed half bath addition would not change the lot’s building coverage; square footage of space covered by a roof will remain the same. To achieve this, Stein is proposing to remove three structures, two of which are closer to the Lake than the proposed addition.

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JD Herlihy asked about proposed setbacks. Stein responded that the west side setback would be met. No change to the east side setback. Stein reviewed how the setbacks were determined.

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Herlihy cited the Land Use Regulations’ (LURs) requirement a site plan to scale, drawn by a professional, may be required for an application. Herlihy asked if this should be addressed given the potential to create a new non-conformity. In response, Stein referred to support from abutter, Ed Chiappini. Russell swore in Ed Chiappini. Chiappini said he supports the applicant’s proposal.

46 Russell asked if the hearing should be continued to allow the applicant to obtain a site plan  
47 to scale. The board decided it could write a condition requiring the site plan for a zoning permit  
48 application. Stein asked if the Development Review Board (DRB) had any other concerns that  
49 would prevent approval. Russell then proposed approval with the condition that a site plan drawn  
50 to scale is provided.

51 **MOTION by JD Herlihy; seconded by Alexa Lewis, to close DRB 24-122-CU Milillo &**  
52 **Stein. VOTE: 5 ayes, motion carried.**

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54 **DRB 24-164-CU Charlotte Village Partners, LLC – Conditional Use review for proposed office**  
55 **space greater than 3,500 sq. ft. in existing building at 251 Ferry Rd:**

56 Russell recused himself. Herlihy asked about conflicts of interest of ex parte  
57 communications; none noted. Herlihy swore in Jacques LaRose and Mike Dunbar.

58 Herlihy said only a few items need to be addressed because site plan review covered most  
59 of the proposal. These included lighting and hours of operation. Dunbar said that the office will  
60 likely have typical hours from approximately 9am-5pm. Dunbar said he plans to use timers and  
61 daylight sensors on exterior lighting. In response to hours of operation, Herlihy suggested a  
62 shoulder on each side of the office hours to allow the use of lights during the early morning and  
63 late evening. Brandon Tieso said the board, during site plan review, had discussed limiting hours  
64 of operation to 6:30am to 9:00pm.

65 Gerald Bouchard said noise could be a concern if trash removal occurs early in the morning.  
66 Herlihy swore in Debra Kassabian. Kassabian said that hours of operation and trash removal could  
67 follow neighboring facilities like the Old Brick Store and the Charlotte Senior Center.

68 **MOTION by Brandon Tieso; seconded by Alexa Lewis to close DRB 24-164-CU**  
69 **Charlotte Village Partners, LLC. VOTE: 4 ayes, motion carried. 1 recused.**

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71 **Review & Approve Mylar for DRB 24-147-SD Nichols:**

72 Alexa Lewis asked if notating the approximate location for future septic is standard on a  
73 mylar. Aaron Brown confirmed that considering the lot size, it is. Lewis then asked for clarification  
74 on the proposed 50 ft. wide access and utility, to benefit lot 1. Lewis asked if this too is typical.  
75 Russell clarified why it is needed.

76 **MOTION by Alexa Lewis; seconded by Brandon Tieso to approve the Mylar for DRB**  
77 **24-147-SD Nichols. VOTE: 5 ayes, motion carried.**

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79 **Review & Approve Meeting Minutes: draft DRB Minutes, November 6, 2024:**

80 **MOTION by Gerald Bouchard; seconded by Alexa Lewis, to approve the DRB meeting**  
81 **minutes for November 6, 2024, as amended. VOTE: 4 ayes, motion carried. 1 abstained.**

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83 **Deliberations on closed applications:**

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85 **DRB 24-122-CU Milillo & Stein:**

86 Herlihy said that it should be documented that square footage and building lot coverage  
87 will remain the same with the removal of three structures, and that LURs require a site plan drawn  
88 to scale.

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90 **DRB 24-164-CU Charlotte Village Partners, LLC:**

91 Lewis said additional findings would include updated square footage. Lewis said conditions  
92 are regarding lighting, and business hours. Brandon Tieso added trash removal consistent with  
93 the area. Discussion that trash removal should occur between business hours (6:30am-9pm).

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**Discussion on November 13 Joint Meeting with Planning Commission and Conservation Commission:**

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Lewis asked if it would make sense for the Chair and Vice Chair to be around the table, other members in the audience. Russell felt inclusiveness at an equal level is important. Herlihy suggested a theme or topic to focus in on. This would also help for agenda setting. Russell said that each board could choose a topic and limit to three each meeting. Lewis asked about increasing meetings to bi-monthly. Lewis spoke to going off-topic. Russell said that items not on the agenda should not be discussed.

**MOTION by Brandon Tieso; seconded by JD Herlihy, to adjourn the meeting. VOTE: 5 ayes, motion carried.** The meeting was adjourned at pm. 8:41pm.

Minutes respectfully submitted:

Nicole Burnell, Recording Secretary