

# TOWN OF HIGHGATE

## Development Review Board

December 10, 2015 @ 6pm

### Approved Minutes

**NOTE: All actions taken are unanimous unless otherwise stated.**

#### I. CALL TO ORDER

The meeting was called to order by chairman, Rick Trombley at 6:00pm, noting they had a quorum present.

Present at this meeting:

- **DRB members:** Rick Trombley, Chairman; Woody Rouse; Julie Rice *absent* – Scott Martin & Tim Reynolds
- **Staff:** Wendi Dusablon- Planning & Zoning Clerk; Heidi Britch-Valenta – Zoning Administrator
- **Public / Other:** Rafal Bartkiewicz; Steve Machia; Wilfred Lussier; Ronald Lussier; Gary Sturgeon; Hector Hill; Michael Gervais – Northern Land Surveying; Phil & Sara Menard; Perley Medor; Rebecca Pfeiffer – VT ANR

#### II. PUBLIC HEARINGS

- **Bartkiewicz, Ludwik**

Conditional Use Application ~ after the fact construction in a flood hazard zone  
4441 US Route 7  
Shoreline District

Rafal Bartkiewicz was present from Massachusetts, Rick swore him in. Heidi noted the cottage is on Route 7, and Raf is hopeful to finish some improvements on the property. He has already received shoreline approval. There has been an extensive review, as one of the deck supports is located in the flood plain. Rebecca Pfeiffer from ANR has visited the property with Heidi twice. Rebecca arrived @ 6:08pm and Rick swore her in as well. She elaborated some on the flood plain overlays and that it was one deck support located in this area. TDH completed an elevation certificate for the property. Mr. Bartkiewicz is here to get permission to complete his project. He gave some background on the property, how his family purchased it in the 1960's and they spent every summer here, it has sentimental value to him and he now brings his children and family here. Raf's brother owns the property next door. Heidi added that FEMA does not have any concerns. The support beam could be relocated out of the flood plain to free Mr. Bartkiewicz from further complications – he intends to move it. Mr. Bartkiewicz pointed out to Rick on the maps where the stabilizer is located. The renovations include an addition of 288 square feet. This is not changing the number of bedrooms. Rick read through the development regulations with regard to conditional use application criteria. There were no additional questions or concerns from the board. Mr. Bartkiewicz will receive a letter from the board within 45 days. Mr. Bartkiewicz asked if he should anticipate any issues – no. Motion by Rick Trombley to close the hearing @ 6:15pm. The motion was seconded by Woody Rouse – **APPROVED.**

- **Machia, Steve / Burnell, Diane / SSJD, LLC**

Boundary Line Adjustment  
Durkee Road  
Agricultural District

Steve Machia was present as well as an abutting land owner, Perley Medor. This is a straight forward boundary line adjustment which will separate his home from the farm by adjusting the line to include the easement area. Mr. Machia pointed out the proposed changes on the map. Lot #1 on the map is the remainder of the farm. Mr. Medor asked for clarification on where his property is on the map in conjunction with the proposed changes, to which

Julie Rice pointed this out. Mr. Medor wondered why he was notified, and it was explained to him that he is an abutting property to the overall farm, and by law we are required to notify him, even if this won't affect him. Under our new regulations, the DRB can approve a boundary line adjustment in one meeting if everything meets the criteria. Rick went through the criteria associated with a BLA, and there were no further comments or questions from the board. Mr. Machia will receive a letter from the board within 45 days. Motion by Rick Trombley to close the hearing @ 6:27pm. The motion was seconded by Woody Rouse – **APPROVED.**

- **Lussier, Wilfred & Ronald**

Sketch Plan Review ~ 2 Lot Subdivision  
3532 VT Route 78  
Village District & Medium Density District

Wilfred & Ronald Lussier were present as well as Michael Gervais from Northern Land Surveying. Rick swore all three of them in. Mr. Gervais introduced himself, he is a land surveyor and septic designer. The proposal is for a two lot subdivision, which will create lots 6 & 7. Lots 1-5 are located off Lamkin Street, known as Maizefield Drive. Two of those lots are developed and three are vacant. The proposal is for lot #6 to be 14.47 acres of agricultural land and lot #7 to be 7.65 acres with the existing house and outbuildings. There is no new development planned and no other changes. Phil & Sara Menard were present, they live on Meadow Lane. Sara asked if they are proposing a new road and where it will be located. No new road is proposed. This is simply a split of the land between the two brothers. This cannot be considered just a BLA because they are creating a new lot. Rick read through the regulations with regard to sketch plan review on minor subdivisions. Woody would like to see a setback boundary around the proposed new lot and the board would also like to see the building envelope indicated on the plan. Heidi reminded Mr. Gervais to include the signature blocks for the DRB and Town Clerk and include the road name for Maizefield Drive. Mr. Gervais saw no problem with any of these requests and noted that all the field work had been completed so they would like to be back on the agenda on January 14<sup>th</sup>. The deadline to submit paperwork for the January 14<sup>th</sup> DRB meeting is Monday, Dec. 28<sup>th</sup>. Motion by Rick Trombley @ 6:42pm to continue this hearing into January. The motion was seconded by Julie Rice – **APPROVED.**

- **The Tyler Place, Inc.**

Conditional Use Amendment ~ Expansion to Buildings (3)  
48 Tyler Road; 457 Old Dock Road; 332 Old Dock Road  
Shoreline District

Hector Hill was present on behalf of the Tyler Place. Rick swore him in. Heidi began with some background, stating the Tyler Place has never had a comprehensive permit. NRPC has made some suggestions including looking at a PUD or a mixed use permit. Both would alleviate any conformity issues that are current, such as small lots or inadequate setbacks. All these issues would be a non-issue with a mixed use scenario. Chad is out of the country currently so Hector has not had a chance to talk this over with him or with Ted, none of them have processed through their options yet. Changes could also be made in the bylaws / regulations with the next update, which would be up to the board. Tonight in front of the board are three requests for modifications on three separate properties. One is a sizeable addition of a second floor, none of the requests are adding bedrooms, just living space. A master plan for the future would allow the Tyler Place to get approval for long term goals. Chad had noted to Heidi that this idea was not met favorably, but it would simplify things to get it all down on paper regarding long range goals.

- 457 Old Dock Road (Tyler Up) – the proposal is to add a second story living area to the same footprint, adding a total of 322 square feet on the second floor (14' x 23')
- 332 Old Dock Road (Butternut) – the proposal is to extend and relocate a 10' x 24' porch.
- 48 Tyler Road (Quail) – the proposal is an 8' x 20' extension to an enclosed porch.

Heidi had asked Chad for more setback information on all three permits, which was inserted on the building permits. Hector double checked all the

setbacks and said they were fine. There were no further questions or concerns from the board or from Hector. Hector runs the bar in the summer months, and this time of year he gets pulled in a lot of different directions overall. The Tyler Place will receive a letter from the board within 45 days. Motion by Rick Trombley to close the hearing @ 7:10pm. The motion was seconded by Woody Rouse – **APPROVED**.

**III. APPROVAL OF MINUTES**

Motion by Rick Trombley to approve the minutes from November 12, 2015 as written. The motion was seconded by Woody Rouse – **APPROVED**.

**IV. OTHER BUSINESS**

- Motion by Julie Rice to approve the meeting schedule for 2016. The motion was seconded by Woody Rouse – **APPROVED**.
- There was a letter in the DRB packets concerning the Gerald & Dianne Laroche subdivision. This should be back on the agenda for January.

**V. UPCOMING EVENTS**

|             |               |  |
|-------------|---------------|--|
| Dec. 13     | 10am-2pm      | Santa Day @ HVFD                         |
| Dec. 15     | 6pm           | Planning Comm. Mtg.                      |
| Dec. 17     | 7pm           | Selectboard Mtg.                         |
| Dec. 20     | 4:30pm-5:30pm | Skate with Santa @ Highgate Sports Arena |
| Dec. 24, 25 |               | TOWN OFFICES CLOSED                      |
| Dec. 31     |               | TOWN OFFICES CLOSING @ NOON              |
| Jan. 1      |               | TOWN OFFICES CLOSED                      |

**VI. DELIBERATIVE SESSION**

Motion by Julie Rice to enter into deliberative session @ 7:16pm. The motion was seconded by Rick Trombley – **APPROVED**. Motion by Julie Rice to exit executive session @ 7:42pm. The motion was seconded by Woody Rouse – **APPROVED**.

**VII. ADJOURNMENT**

Motion by Rick Trombley to adjourn the meeting @ 7:43pm. The motion was seconded by Woody Rouse – **APPROVED**.

Minutes respectfully submitted by:

\_\_\_\_\_, Planning & Zoning Clerk \_\_\_\_\_  
Wendi Dusablon \_\_\_\_\_ Date \_\_\_\_\_

Minutes approved by:

\_\_\_\_\_, DRB, Chair \_\_\_\_\_  
Richard Trombley \_\_\_\_\_ Date \_\_\_\_\_