TOWN OF HIGHGATE

Planning Commission
Minutes
May 27, 2014

I. CALL TO ORDER

Rick Trombley called the meeting to order at 6:00pm.

Present at meeting:

- **Planning Commission Members:** Woody Rouse, Rick Trombley, Tim Reynolds, Julie Rice and Luc Dupuis
- **Staff:** Heidi Britch-Valenta – Planning and Zoning Administrator, and Samantha Rice – Planning and Zoning Secretary
- **Public:** Amanda Holland, Catherine Dimitrik, Jeff Towle and Steve Beyor

II. OTHER BUSINESS

A. Northwest Regional Planning Commission

Mrs. Holland and Mrs. Dimitrik provided the board with a full draft of the proposed Bylaws. The plan for the meeting was to review the complete draft and discuss the last three items that need to be added to the draft; sand and excavation, shore land and telecommunications.

Mrs. Holland started on page 15 where she added renewable energy facilities in the land use table. Other additions she made to the Bylaws were the dimensional standards table, a diagram to define the lot dimensions, a diagram to illustrate conforming and non-conforming structures, a diagram explaining the zoning permit process, and the zoning permit application requirements and the process for issuing the permit. Under conditional uses Mrs. Holland has added some conditions of approval that include landscaping, fencing and constructions of sidewalks in major subdivisions. In addition the Bylaws now state that the front setback for any structure is measured from the center of the road.

Under the subdivision review section Mrs. Holland made changes to reflect the discussion on the scale of the site maps and the property boundary survey. Now when an applicant submits a survey of a subdivision on a large parcel of land, the Board only needs a survey of the section of the parcel being used. In the boundary line adjustment

section it states that the Zoning Administrator can approve the preliminary permits and final plats would be reviewed and signed by the Board. The next section is the general requirements where Mrs. Holland added a clarification that if an applicant has a non-conforming use in the flood hazard overlay then the applicant may not make any changes. Mrs. Holland also clarified that a driveway serves up to two lots whereas a right-of-way serves more than two lots. In the sensitive resource land section the Bylaws state that if something is permitted it would be moved to conditional use review. When reviewing the draft Mrs. Dimitrik wondered if this is something that is reviewed regularly and if it is how the board would like to continue; if the Board would like to continue reviewing these the Board would then need a letter from the State to approve these applications. The purpose of the letter from the State is to determine the impact the application would make on these sensitive resource lands. The Board suggested to Mrs. Holland that they would like to add to the permit application that the applicant must refer to Section 5.7 on sensitive resource lands. Next is development near waterways; this is where the Board limits what can be done in the buffer areas. In this section Mrs. Holland added a clarification for lakes and ponds on page 52 in the table and added a defined size. In the parking section of the Bylaws there had been some changes made to encompass additional uses; adding childcare facility, manufacturing, warehouse and trucking, theatre and places of assembly, restaurant and lounges and unspecified uses. In the fence section on page 55 the Bylaws now state that a fence greater than 6 feet will need conditional use review. Mrs. Holland also clarified that a fence can be in the setback area but not in the public right-of-way areas. The next section on home business and home industry is now defined with levels of impact. This created a system that allows residence in Highgate to start and grow home businesses into bigger industries with check-in points with the board. The addition of the off-grid renewable energy section has been made for this draft. Mrs. Holland explained to the Board that the things that are on the grid, the public service board reviews whereas this new section will assist the Board in reviewing applications pertaining to off-grid uses. The Bylaws state that anything less than 15 kilowatts in size is a permitted use and anything larger than 15 kilowatts, that isn't seen by the public service board, is a conditional use. Also, within this draft the excavation of sand and gravel section still needs to be reviewed and revamped with standards. Mrs. Holland is going to provide the Board with more information on this after she reviews the State level standards. Within the PUD section, the Board would like to define that roads cannot be included in common land but septic systems can be included in common land and add a common land definition. On page 75, Mrs. Holland included that the Board may require open space or park land in all developments. The board would like to include that when submitting any subdivision or PUD application, the applicant needs to obtain letters of approval from the fire department and school.

At the end of the meeting Mrs. Holland discussed Article 8 as a new section titled flood hazard area regulations. In the Bylaws it states that existing buildings must be flood-

proofed for 200 feet instead of the previously required 100 feet. There is also a table that defines the flood hazard overlay; what is prohibited and what is permitted. In the final Bylaw draft, a map of the flood hazard overlay will be included in this section.

III. DELIBERATIVE SESSION

MOTION: Mr. Trombley motioned to approve the May 13th minutes with corrections. Mr. Reynolds seconded the motion. Motion carried unanimously.

IV. ADJOURNMENT

MOTION: Mr. Trombley made the motion to adjourn the meeting. Mr. Rouse seconded the motion. Motion carried unanimously at 8:51pm.

Respectfully submitted,

Samantha Rice, Planning & Zoning Clerk

Minutes approved by:

Richard Trombley

Rick Trombley, Planning Commission Chair Date: 7.15.14