

TOWN OF HIGHGATE

Development Review Board

June 11, 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.

Present at this meeting:

- **DRB members:** Rick Trombley, Chairman; Woody Rouse; Tim Reynolds; Scott Martin; Julie Rice
- **Staff:** Wendi Dusablon- Planning & Zoning Clerk;
Absent – Heidi Britch-Valenta – Zoning Administrator
- **Public / Other:** Wm. George Mills & Susan Mills

II. PUBLIC HEARINGS

- **William G. Mills & Susan L. Mills**
Conditional Use Application / Waiver of Setback
File # DRB-003-15
Shoreline District
Shipyards Road

Mr. & Mrs. Mills were both present for this hearing. Rick Trombley, Chair, swore them both in. This project is already completed, so this is an *after the fact* request. Mr. Mills brought the board up to speed on how this transpired. Their insurance company, State Farm, asked them to build the structure (landing, stairs, handrails) to enhance the safety of their property. The landing is 6' x 8' and they went through the shoreline regulation process, as the landing (deck) is an impervious surface. The Mills were not aware they needed to go through this process with the town regarding setbacks, or they would have done so. Mr. Mills was made aware of this after talking to Heidi last fall. He was unable to deal with this over the winter months, so in May he initiated the process with Heidi and the Town of Highgate. Mr. Mills provided a photo of the structure as it is now complete. He has also spoken his neighbors, who were noticed about this hearing. Rick and Tim had some questions regarding the setback distances as well as where on the property the new structure is located. Mr. Mills answered their questions by pointing out the setbacks and location on a sketch. It was noted that there used to be stairs in that same location, and family members indicated that the stairs had been removed due to vandalism issues at that time. The Mills had planned to put stairs back in that location anyway. Mr. Mills noted that the Highgate lister department has been to the property on other occasions. Mr. Mills apologized for not knowing he needed to follow this process, but once he was aware he rectified the situation and wants everything to be filed and recorded correctly with the Town of Highgate. The board commented that the structure looks very nice and is an improvement to the property. The Mills have not yet notified their insurance company that the project is complete, they wanted to wait until after this process was done. Julie asked where on Shipyards Road the property is located in proximity to the water and the boat launch. It is located to the left of the boat launch if you are facing the property. Scott agrees that the new structure is an

improvement and Tim agrees that it is making their property safer. There were no further questions or comments from the DRB. For the record, Rick went over the criteria and conditions for approval from the Highgate Development Regulations:

Criteria for Approval: The principal or accessory structure for which the waiver of a required setback distance is being applied for:

1. Shall otherwise be permissible under this Bylaw;
2. Shall be compatible with the scale of other structures in the vicinity;
3. Shall not interfere with the reasonable use and peaceful enjoyment of any adjoining property;
4. Shall not intrude into sight lines for accessing any public or private road from any driveway;
5. Shall not create a fire hazard for an existing building on an adjoining lot; and
6. Shall not interfere with or intrude into an existing public or private easement on the lot for which the waiver is being sought.

Conditions of Approval: The DRB may require conditions including:

1. Landscaping, fencing or other design features to mitigate impacts of any waiver.
2. Outdoor storage of materials and equipment outside of setback areas only.
3. Relocation of proposed land development to achieve the least possible reduction in setback.

Mr. & Mrs. Mills did not have any further questions for the DRB, but did ask Wendi if the shoreline documents they provided had been recorded in the land records – yes, they have. There will be no deliberative session needed. Motion by Rick Trombley to approve the Conditional Use Application for Waiver of Setback for William G & Susan L Mills with no additional conditions. Motion was seconded by Woody Rouse – **APPROVED**. Heidi will issue their permit and forward it in the mail, they will also be receiving a notice of decision from the board. Wendi verified their mailing address as 113 Collamer Circle, Shelburne VT 05482. The hearing was closed @ 6:16pm. The board thanked Mr. & Mrs. Mills for being here.

III. APPROVAL OF MINUTES

Motion by Rick Trombley to approve the minutes from May 14, 2015, as written. Motion was seconded by Tim Reynolds – **APPROVED**.

IV. OTHER BUSINESS

- Decision letters – The board had previously received the decision letters for review on the following files:
 - Lawrence Jr. & Laurie Lapan – DRB-002-15
 - Franklin County State Airport – DRB-015-14
- There were no edits or corrections to these letters, and Rick Trombley signed them both.

V. UPCOMING EVENTS

- June 16 6pm Planning Commission Mtg.
- June 18 7pm Selectboard Mtg.
- July 9 7pm Selectboard Mtg. – Town Plan Update Hearing
- July 23 7pm Selectboard Mtg. – 2nd Town Plan Update Hearing

VI. DELIBERATIVE SESSION

No deliberative session was needed.

VII. ADJOURNMENT

Motion by Rick Trombley to adjourn the meeting @ 6:33pm. 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