

TOWN OF HIGHGATE

Development Review Board

October 13, 2016 @ 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 6:02pm, noting there is a quorum present.

Present at this meeting:

- **DRB members:** Rick Trombley, Chair; Tim Reynolds, Vice-Chair; Julie Rice; Woodbury Rouse *absent – Scott Martin*
- **Staff:** Wendi Dusablon- Planning & DRB Clerk; Heidi Britch-Valenta – Zoning Administrator
- **Public / Other:** Ken & Melanie Thompson; Pete Paquette; Jeff Hardy – TDH

II. PUBLIC HEARINGS

- **Thompson, Kenneth & Melanie**
Conditional Use – Seasonal Conversion
62 Browns Court
Shoreline District

Ken & Melanie Thompson were both present, Rick Trombley swore them both in. There is information in the drop box, including some documents the Thompson's forwarded to the town today. They moved to this property at 62 Browns Court full time at the end of March 2016. A new septic has been installed and the permit has been recorded with the town. There are two off street parking places on the property. Electric heat was already there, but they have installed solar panels and a wood burning stove, as well as a propane heater in the basement area. Storm windows were already there as well. Rick read through the criteria from the Town of Highgate's development regulations, and it appears the requirements have been met. Motion by Woody Rouse to close this hearing @ 6:08pm. The motion was seconded by Tim Reynolds – **APPROVED**. Mr. & Mrs. Thompson will hear from the town with a written decision within 45 days and Rick also explained the appeal process if they are not happy with the town's decision.

- **Shedrick, Cindy**
Final Plan Review 2-Lot Subdivision
1210 Lamkin Street
Medium Density Residential District

Jeff Hardy from TDH was present for this hearing. Tim Reynolds took over the meeting (Rick was losing his voice). Jeff noted that the comments from the last meeting were all noted on the final plans. These included to show the septic systems and the proposed well as well as adding a street address that was missing. Tim had additional questions about the replacement septic system and where the well is located. The well is by the tree towards the front of the property, and it meets the minimum setbacks. The well has to be a setback of 100' when it is upslope from a septic system, or 200' if it is downslope from a septic system. There were no further questions from the board. Tim read through the criteria from the Town of Highgate's development regulations. Heidi asked about the previous well that was there. It was a driven point that has already been removed. Motion by Woody Rouse to close this hearing @ 6:22pm. The motion was seconded by Rick Trombley – **APPROVED**. Ms. Shedrick will hear from the town with a written decision within 45 days.

- **Paquette, James (Pete)**
Boundary Line Adjustment
Rheume Road
Medium Density Residential District

Pete Paquette was present for this hearing. Back in 2014 Tara Gagner and Ben O'Neill wanted to purchase this additional property. They went through the BLA process with the town, but the land never officially changed hands and no money was transferred due to personal circumstances for Tara and Ben. Ben still lives in the home on Rheume Road. Ed and Kristy Brow are now interested in this property, so the line that was originally going to be moved will need to be moved back to where it was before. Pete noted that the pins are all there. Pete believes the Browns will have 20.963 when this is done and Ben O'Neill / Tara Gagner will have 10.880. Tim asked if Tara, Ben, Ed and Kristy have all signed off on this. Yes, they have, all their signatures are on the application which is in the file. There were no further questions from the board. Tim read through the criteria from the Town of Highgate's development regulations. It was noted that both Edward and Kristy Brow's names should be added to the title block on the final mylar for this BLA. It should list all the parties involved. The board would also like the scale to be changed to 1" = 100 feet and the zoning district is missing. Motion by Tim Reynolds to close this hearing @ 6:41pm. The motion was seconded by Woody Rouse – **APPROVED**. The town has 45 days to issue a written decision.

III. **APPROVAL OF MINUTES**

Motion by Woody Rouse to approve the minutes from September 8, 2016, as written. The motion was seconded by Tim Reynolds – **APPROVED**.

IV. **OTHER BUSINESS & UPDATES**

- There were no changes to the decision letter for FleetPride, Inc. DRB-016-16. Rick signed it and Wendi will send it out certified mail tomorrow.
- Heidi gave some updates on zoning violations and letters that have recently been sent out.

V. **DELIBERATIVE SESSION**

Motion by Tim Reynolds to enter into deliberative session @ 6:48pm. The motion was seconded by Julie Rice – **APPROVED**.

Motion by Julie Rice to exit deliberative session @ 7:20pm. The motion was seconded by Woody Rouse – **APPROVED**.

VI. **UPCOMING EVENTS**

Oct. 18	6pm	Planning Comm. Mtg.
Oct. 20	7pm	Selectboard Mtg.
Oct. 27	by 5pm	TAXES ARE DUE – postmarks are no longer accepted!
Nov. 2	by 5pm	Last day to register to vote
Nov. 8	7am-7pm	General Election @ Highgate Elementary School

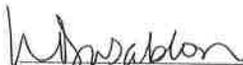
TAX SALE DATE – TBA

ABSENTEE BALLOTS ARE AVAILABLE NOW – 868-4697 x1 wduablon@highgatevt.org

VII. **ADJOURNMENT**

Motion by Tim Reynolds to adjourn the meeting @ 7:21pm. The motion was seconded by Woody Rouse – **APPROVED**.

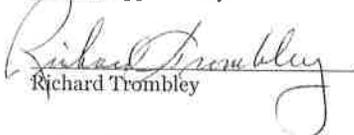
Minutes respectfully submitted by:


Wendi Dusablon

Planning & DRB Clerk

11-10-16
Date

Minutes approved by:


Richard Trombley

DRB, Chair

11.10.16
Date