

TOWN OF HIGHGATE

Development Review Board

April 14, 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 6:00pm, noting there was a quorum present.

Present at this meeting:

- **DRB members:** Rick Trombley, Chair; Woody Rouse; Tim Reynolds; Scott Martin; Julie Rice
- **Staff:** Wendi Dusablon- Planning & DRB Clerk; Heidi Britch-Valenta – Zoning Administrator
- **Public / Other:** Chad Tyler

II. PUBLIC HEARINGS

- **The Tyler Place, Inc.**
Conditional Use Permit Amendment
Child Care Facility
175 Tyler Road
Shoreline District

Chad had supplied some large floorplan drawings ahead of time prepared by Mike Dugan, architect. This is a proposed new structure next to the play house, which they previously got a permit to amend. There are too many children in the current facility. The senior group of children can stay at the Inn, and this new facility will be to accommodate the "Moppets", formerly referred to as the "Midgets". The toddlers and infants will go into the existing playhouse building. When they first came to the town about building a new facility (formerly called Honeysuckle Hill) that was for the senior aged children. They have since used that for more accommodations because they had lost two rentals, which ultimately they have received back. So in the interim, it was realized the Moppet group is the age that needs to be addressed and what this new structure will be utilized for. The Moppet house will be new and there will be some slight changes to the existing play house to change the flow a little bit. Next to the new structure is the play house, which keeps everything up near the Inn, keeping everything nice and tight and pedestrian wise it all works much better. Chad asked if they need to come back to the town because they are now not planning to do everything initially planned on the permit for the playhouse. Everything they are still planning to do was already included in the initial permit, so Tim does not see why they would need to come back or need a new permit. The use of the play house is remaining the same. They are dealing with the state with regard to new septic permits and are hopeful they will be able to use their current treatment system, they will wait and see if the state agrees. For tonight's purposes they are asking to start fresh and building this new facility next to the Inn that should not affect the character of the area in any way. Heidi asked for clarification on the maps of some of the other nearby buildings, which include the field house and the arts and crafts center. The new facility will have a nice wrap around porch looking out towards the Inn. The dimensions are 66' x 54' = 3,564 square feet and it is a single story building. It will blend in aesthetically with all the existing buildings. Chad spoke briefly about the power transmission lines in the area with regard to this new structure. The area is currently wooded with overgrowth since the 1970's and construction would hopefully begin in September. Jeff Hubbard is lined up if they get approval from the town. The facility will be up and running for the 2017 Tyler Place season. Rick asked about bathroom facilities, Chad answered they will be ADA compliant. There will be a kitchen facility, but no food prep done on site. Heidi noted that the board has previously approved something similar to this, but in a different location, so the impact has been looked at previously.

Tim asked if the entire building will be handicapped accessible, yes it will be, and Chad referred to the location of ramps on the plans provided. Rick read through the criteria for conditional uses from the Highgate Development Regulations. There were no other questions from the board or from Chad, the board feels they have enough information to make a decision. Chad thanked the board for their patience. Motion by Rick Trombley to close the hearing @ 6:19pm. The motion was seconded by Woody Rouse – **APPROVED**. Chad will hear from the board in writing within 45 days.

III. APPROVAL OF MINUTES

- Motion by Rick Trombley to approve the minutes from March 10, 2016 with one amendment. The motion was seconded by Scott Martin – **APPROVED**.
- Motion by Rick Trombley to approve the minutes from March 14, 2016 (deliberative session) as written. The motion was seconded by Woody Rouse – **APPROVED**.

IV. OTHER BUSINESS

- Decision letters - there were no questions or comments from the board.

V. UPDATES

- On the Brosseau file, they have not been back yet because they have heard from the storm water division that they have paperwork that has not been submitted. When they do come back it needs to be reviewed under the old bylaws, as that is when they started. Wendi will load the old bylaws as well as the new ones into the drop box that the board will be able to access with the iPads. Their meeting packets will be loaded there as well as any standard documents.
- The Leduc property (formerly Roy's Housing) has seen some activity recently, so that is moving forward. Tim believes the closing on that property happened recently between the Leduc's and the Begnoche's. Scott asked if we have heard any more on the email we received from Brendan Deso. No we have not heard anything further. Heidi did reply that the DRB did not feel that the difference was significant in our bylaws and the terms could be used interchangeably. Scott also asked if there was any feedback from the Begnoche's with regard to the decision letter we sent. Tim has spoken with them and they understand that the pads closest to the road have to be utilized last.
- The LaPan file from June 2015 for a boundary line adjustment, they never filed their mylar within the required 180 days so the approval becomes null and void. Heidi has spoken with Laurie Lapan and also sent them a certified letter with regard to this decision being null and void. If they decide to move forward they will need to start all over again, reapply and pay the fee again, and then hopefully submit the mylar within 180 days.
- Heidi had an update on Jay Spaulding (Jay Bird Lane review). It was cancelled at his request, as he was planning to relocate. He has inquired about adding on to an existing garage and using it as his office. The deal where he was looking to move fell through. To locate his office in that garage would require a waste water permit. He then came back and got two duplex permits and two driveway permits for the duplexes that were already previously approved for lots 3 & 4. Heidi received an email from ACT250 that Jay does not need to pave the road and that he is compliant. Heidi will communicate with Jay further on these issues.
- Ray's Salvage (Lyne & Ron Vincent), Heidi has been working with them to clean up the congestion at the facility. They are putting up a fence and also dismantling a mobile home on the property. There is still a lot of congestion between their facility and the one next to it, owned by Chase Cota. They are supposed to call Heidi when they are ready for her to go back and perform another site visit.
- Heidi had an update on the 12-lot subdivision on Lamkin Street for Richard Deso. They want to make a deal that if they get the independent assessment we asked for, that they would be able to come back to the board at final review, not preliminary. We have a choice to bring it back before the DRB or send it back to the court. Heidi is waiting on further comment on this from the Selectboard.

- There is a court date, April 27th, with regard to the Leduc sandpit on Route 78. Prior to this court date, there will be a site visit. Heidi noted we are currently a “de novo” town and there is the option to become a “Town of Record”. We currently have good thorough minutes and audio recordings of our meetings. We also have written decisions that follow. Heidi believes that there are advantages to being a town of record with on the record review. It removes the need of having the whole issue be heard again, and the information we have can be shared. The DRB agreed with Heidi that we are in a good spot for this with good minutes, solid decisions, audio recordings and overall good record keeping. Heidi will gather more information for the board to look at, and they would like this to happen ASAP. Heidi will also put this before the Selectboard on April 21st for their thoughts.
- Health order update on Lamkin Street – we have heard from the court on this health order. Heidi has been working on this for years and a date of August 1st has been issued by the court for the occupants to evacuate.
- April 19th the Sidewalk Committee will be meeting as part of the Planning Commission meeting @ 6pm. Heidi invited members of the DRB to attend.
- There will be an open house on Sept. 20th at the completion of the ADA study, more details will follow.

VI. DELIBERATIVE SESSION

Motion by Rick Trombley to enter into deliberative session @ 7:05pm. The motion was seconded by Woody Rouse – **APPROVED**.

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

VII. IPADS & DROP BOX

The DRB and Selectboard worked together getting the DRB members set up on their iPads and had tutorial on how to access the drop box.

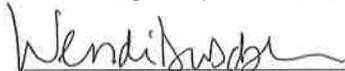
VIII. UPCOMING EVENTS

April 18	7pm	Republican Caucus Mtg.
April 19	6pm	PC & Sidewalk Comm. Mtg.
April 20	6pm	Highgate Historical Society Mtg.
April 21	7pm	Selectboard Mtg.
April 25	5pm	ADA Study Comm. Mtg.
May 7		GREEN UP DAY – bags available @ town office
May 7	8am-2pm	Household Hazardous Waste Day – Transfer Station Rd.

IX. ADJOURNMENT

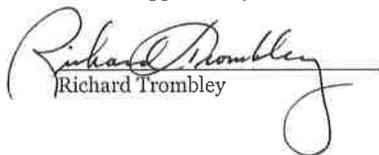
Motion by Rick Trombley to adjourn the meeting @ 8:25pm. The motion was seconded by Tim Reynolds – **APPROVED**.

Minutes respectfully submitted by:


Wendi Dusablon, Planning & DRB Clerk

5/12/16
Date

Minutes approved by:


Richard Trombley, DRB, Chair

5.12.16
Date