TOWN OF HIGHGATE
Development Review Board

September 8, 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 is a quorum present.

Present at this meeting:

- **DRB members:** Rick Trombley, Chair; Tim Reynolds; Scott Martin; *Absent – Julie Rice and Woody Rouse*
- **Staff:** Wendi Dusablon- Planning & DRB Clerk; Heidi Britch-Valenta – Zoning Administrator
- **Public / Other:** Sharon Bousquet; Michelle Fregeau; Bob Langevin, Jr.; Cheryl A. Fregeau; Richard J. Fregeau; Stephan Tetrault – TDH

II. PUBLIC HEARINGS

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

  Stephen Tetrault from TDH Survey and Design was present and was sworn in by Rick Trombley. Cindy wants to break the lot into two lots and put in a mobile home to replace the home that was torn town. The back lot will be left undeveloped at this time. They are in the process of obtaining a waste water permit and Stephen can show the replacement area on the next set of plans if the DRB wants to see that. The original lot did not need a waste water replacement area, but because they are subdividing they need to prove out a replacement area. Test pits have been dug, and there was sand as far as they could dig. There is an existing water source, a point, but they are proposing a new drilled well in the front north east corner of lot #1. This will be indicated on the next set of plans as well. There is an existing driveway on lot #1 which has been grassed over. Lot #2 will be undeveloped at this time, not sure what her plans are for the future. They will be leaving a 30'6" strip along the east side for a right of way to access lot #2. He is unsure if the proposed home for lot #1 will be a single or double wide mobile home. For waste water purposes, Stephen only needed to know the number of bedrooms, which is three. The street name is indicated in the title block, but Stephen noticed he missed putting a bar scale on the drawing submitted to the town. This will also be included on the final. There are no culverts necessary, it is flat until you get to the back of the proposed lot #1, and the remainder is all wooded. Rick reviewed the requirements for a sketch plan review from the development regulations. Stephen noted that contours were left off because it keeps it cleaner. It is at the board's discretion if they want those added. The neighbors across the street should be noted on the plan. Stephen plans to be ready for final review at the October DRB meeting.

- *Fregeau, Richard & Cheryl*
  Sketch Plan Review 2-Lot Subdivision
  57 Maskell Drive
  Village District

  Present for this hearing were Richard & Cheryl Fregeau, Michelle Fregeau and Bob Langevin, Jr. Rick swore everyone in for this hearing. Richard and Cheryl are giving a parcel of land to Michelle and Bob, so they need to subdivide. Michelle and Bob will start with building a 28 x 32 two story garage on the proposed 2.5 acre lot, which will be lot #2. The lot will be accessed from Richard and Cheryl's road, Maskell Drive. The first half of the road is a class 4 road. The Fregeau's are the only property up there and

are the only ones currently using Maskell Drive to access their home. Maskell Drive is accessed off from Fortin Road. Michelle and Bob have been working with Trudell Consulting during this process. Rick asked about the record boundary evidence being noted as vague. The engineer stated that the deed trail was vague, but they went off the boundaries that they found. They were able to locate all of the pins associated with the Fregeau property, but also had to pull measurements from the Maskell's, Grandchamp's and Rollo's. Lot #1 is proposed as 7.4 acres and will stay as is. Rick read aloud from the criteria in the development regulations. Tim asked about the well on lot #1 and would like it shown on the final plans as well as the waste water system on lot #1. There were questions on power and which pole Michelle and Bob will hook up to. Mr. Fregeau asked if down the road they wished to subdivide further, if the access is wide enough. It would need to be 50' to develop further. The current access is 60' wide. Placement of the garage and any future home on lot #2 should be considered with regard to future development. A third lot will also trigger other changes, like blacktop. Heidi will send a letter with a recap of this meeting. There will be one more hearing and then a decision letter before Bob can apply for a building permit. The next DRB meeting is Oct. 13th if they are ready to proceed, the deadline for paperwork is Sept. 26th. Mr. Fregeau will be out of town that week in October, but he does not need to be present.

- *FleetPride, Inc. (RRC1)*
  Conditional Use Amendment
  721 VT Route 78
  Industrial / Commerical District

  Sharon Bousquet was present for this hearing and Rick swore her in. Heidi gave some background on this. Sharon is the general manager for FleetPride and will provide documentation for the file that she is authorized to represent FleetPride at this hearing. Sharon came in for a letter of compliance, as required by the state for them to get their state inspection license. Heidi issued the letter of compliance noting there were unpermitted storage containers on site. Heidi cannot issue permits on properties with conditional uses without DRB approval. RRC1 owns the property, FleetPride is the lessee. A subdivision was done in 1989 or 1990. Sharon noted that the property that the letter of compliance was for was in perfect compliance, and the storage containers are behind the parts building on the other lot. An amended letter of compliance was issued. Sharon also noted in her research that the town was not taxing them for the parts building and that has since been rectified with the lister's office. Tim had some questions about the boundary lines and about handicapped parking spaces and access. There are parking spaces and access in the rear of the retail building and the doorways are compliant. She will check on the signage on the outside of the building, as there has been some snow damage. Tim drove by and saw three containers. One is not a container it has twelve used tires in it and once the tires are broken down Sharon will be getting rid of it, it has been sold. It has not been there for six months. The container by the garage is there as part of the takeover. Everything had to be taken out of the garage and the inside of the garage was painted white. A lot of cleanup has been done and this container was needed as part of that process. Once they are done, that container will be gone as well. Scott Martin stated it is much tidier around the property and looks nice. Tim asked about the tractor trailers in the back. One belongs to a customer and the other will be gone once it is emptied. Tonight we are here for the permit for the two existing storage containers that are staying. They are used just for storage. One has a truck spring selection in it and the other houses tires and hydraulic motors that she is holding for Cardinal, who hauls for Cargil. FleetPride does not sell or lease storage containers. They sell truck parts period – they don't even sell tires. They fix trucks too, lots of trucks. The inspection station already existed as Charlebois, but with the change to FleetPride they had to reapply. Bousquet's sold to Charlebois (RRC1) and Charlebois leases to FleetPride. They have a total of four employees, two in the retail building and two in the garage. Sharon has applied for the zoning permits for two containers already. She will continue to work on the containers that are leaving the property. All new shelving is coming so they will need to put their inventory somewhere

during that process as well, so it will be at least another month. Temporary permits were discussed as a way to provide recorded deadlines for removal of temporary structures. Sharon will receive a decision letter in the mail within 45 days. Motion by Rick Trombley to close the hearing. The motion was seconded by Tim Reynolds – **APPROVED.**

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

  There was no one present for this hearing. Mr. Paquette will have to let us know when he is ready to come back before the board.

III. APPROVAL OF MINUTES

Motion by Rick Trombley to approve the minutes from *August 23, 2016*, as amended. The motion as seconded by Scott Martin – **APPROVED.**

IV. OTHER BUSINESS

The decision letters for Therrien and Airoldi were previously signed and sent out. There was some discussion on storage containers and whether they should be taxed. Heidi gave updates on zoning violations and also updates on the Elwood property at 293 Lamkin Street.

V. UPCOMING EVENTS

Sept. 12, 13, 14		Audit
Sept. 15	6:15pm	Board of Abatement Hearings
Sept. 15	7pm	Selectboard Mtg.
Sept. 20	6pm	Planning Commission Mtg.
Oct. 27	by 5pm	Property tax bills are due POSTMARKS NO LONGER ACCEPTED!

VI. DELIBERATIVE SESSION

Motion by Rick Trombley to enter into deliberative session @ 7:30pm. The motion was seconded by Scott Martin – **APPROVED.**
Motion by Rick Trombley to exit deliberative session @ 8:28pm. The motion was seconded by Scott Martin – **APPROVED.**

VII. ADJOURNMENT

Motion by Tim Reynolds to adjourn the meeting @ 8:30pm. The motion was seconded by Scott Martin – **APPROVED.**

Minutes respectfully submitted by:

Wendi Dusablon, Planning & DRB Clerk — 10/13/16 Date

Minutes approved by:

Richard Trombley, DRB, Chair — 10/13/16 Date