

TOWN OF HIGHGATE

Planning Commission

Minutes

December 2, 2013

I. CALL TO ORDER

Chairman, David Cadieux called the meeting to order at 6:00pm.

Present at meeting:

- **Planning Commission Members:** David Cadieux – *Chairman*, Woody Rouse, Rick Trombley, Pauline Decarreau, Tim Reynolds, and Bruce Ryan
- **Staff:** Heidi Britch-Valenta – *Planning and Zoning Administrator*, and Samantha Rice – *Planning and Zoning Secretary*
- **Public:** Robert Dufresne, Brad Ruderman – *Dufresne's Engineer*, Andy Hoak – *Wright's Engineer*, James Wetherby – *Wright Hearing*, Michael Ladieu – *Wright Hearing*, and Normand Campagna

Mr. Cadieux swore in everybody present at the meeting by reciting the oath.

II. PUBLIC HEARINGS

a. Robert and Tracy Dufresne – 2 Lot Subdivision 2779 Route 78, Highgate Center

Mr. Dufresne is looking at a 2-lot subdivision where lot #1 will have the existing residence and commercial building and lot #2 will have a single-private residence. There will be two drilled wells on lot #2; one well will be shared between the existing residence and the commercial building and the new well will be for the private residence. There is also a shared sewage easement that straddles both lots. The commercial building and the new home will have their own, separate septic systems located between the ledges in the back of the property.

The public hearing started by Mr. Ruderman reiterating what had happened at the previous Planning Commission meeting; at that meeting Mr. Dufresne approached the Board with a plan to use a right away off the existing access. Since the last meeting Mr.

Dufresne has applied for an AOT curb cut off from Route 78 and received a Letter of Intent from AOT.

Mrs. Britch-Valenta explained that in the first proposal Mr. Dufresne presented to the Planning Commission the location of the driveway overlapped the parking lot of the commercial building. In the current proposal, Mr. Ruderman, explained that the driveway has been moved to where it now loops around the well and does go into the 30 foot setback. But Mr. Ruderman didn't believe that there are any regulations that said a private driveway has to abide by the setbacks of the property. Mr. Cadieux agreed with Mr. Ruderman.

Mr. Cadieux asked the Planning Board members if they had any questions for Mr. Dufresne.

Mr. Trombley asked about the setback of the well. Mr. Ruderman clarified that the well has a 15 foot setback from the property line, a 10 foot setback from the driveway and a 2 foot setback from the new residence.

Mr. Cadieux stated that both lot #1 and lot #2 abide by bylaw lot widths of 200 feet, the State has approved the driveway, and Mr. Dufresne has his waste water permit. Then Mr. Cadieux asked if there were any more questions or comments from the Planning Commission Members. No comments or questions were raised. Mr. Cadieux asked the public if they had any questions or comments. No comments or questions were raised.

Mr. Rouse motioned to bring the hearing into deliberative session. Mr. Trombley seconded the motion. Motion approved unanimously at 6:14pm.

b. Roger Wright – Boundary Line Adjustment Lamkin Street, Highgate

At the current meeting Mr. Wright is proposing a boundary line adjustment involving lot #1 which consists of the sandpit, lot #2 which consists of a single family residence, and lot #3 which is proposed to be dissolved and combined with lot #1. Mr. Wright is also proposing a Site Plan that is required for a Mixed Use approval of an excavation site. The boundary line adjustment includes adding a .16 acres section of land on the westerly side of lot #2 to be conveyed from lot #1 to Lot#2 and adding a .16 acres section of land on the easterly side of lot #2 to be conveyed to lot #1 from lot #2. The lot lines from lot #3 will be dissolved and the lot will be combined with lot #1; giving lot #1 a .46 acreage increase.

Due to the combining of lot #1 and lot #3 a Mix Use Approval will be needed. The Mix Use comes from the combination of the sandpit and a residence on lot #1. Mr. Wright is using his sketch plan map from the previous meeting to receive Site Plan Approval.

Mr. Cadieux asked the public if they had any questions about Mr. Wright's proposal.

Mr. Wetherby asked if the current boundary line adjustment plan is the same plan proposed at the last Planning Commission meeting because he believed that the single family residence on lot #2 was too close to the property line. Mr. Hoak responded to Mr. Wetherby's concern by telling him the proposed boundary line adjustment would correct the issues Mr. Wetherby is concerned with and provide adequate distance between the single family residence and the property line.

Mr. Trombley asked Mr. Hoak to identify the location of the entrance to the sand pit. Mr. Hoak said that the access currently being used is between lot #2 and lot #3. The access that is barricaded to the far east will be dissolved.

Mr. Wetherby asked if Mr. Wright has to receive State approval for the driveway he is proposing to use. Mr. Hoak explained that the curb cut approval is completed by The State as part of the Act 250 process.

Mr. Cadieux asked if there were any other questions from the board members. No questions or comments were raised.

Mr. Cadieux motioned to move the hearing into deliberative session. Mrs. Decarreau seconded the motion. Motion approved unanimously at 6:35pm.

III. OTHER BUSINESS

a. Letters of Intent

Mrs. Britch-Valenta reminded the Planning commission members that each of them need to write a letter of intent to the Select Board regarding their position on either of the two boards, Planning Commission or Developmental Review Board, coming the 1st of the year. These letters then need to be discussed by the Select Board and each member's position must be approved.

b. ATV Ordinance

Mrs. Britch-Valenta gave the Planning Commission a summary on the last Select Board meeting where the Select Board moved forward on adopting the ATV ordinance. On January 9, 2013 more information would be given at the Select Board meeting.

IV. DELIBERATIVE SESSION

MOTION: Mr. Trombley motioned to move into deliberative session. Mr. Rouse seconded the motion. Motion carried unanimously at 6:37pm.

MOTION: Mr. Trombley motioned to go into regular session. Mr. Reynolds seconded the motion. Motion carried unanimously at 6:42pm.

MOTION: Mr. Trombley motioned to continue the Site Plan approval to clarify the entrance to the sand pit on the map, method of dust control, and use of buffers between the adjoining land owners. Mr. Rouse seconded the motion. Motion carried unanimously at 7:40pm.

MOTION: Mr. Cadieux motioned to move the Dufresne Sketch Plan to Final Plat contingent on receiving a driveway approval letter from The State. Mr. Trombley seconded the motion. Motion carried with a five out of five member vote due to Mr. Reynolds recusing himself at 7:49pm.

V. ADJOURNMENT

MOTION: Mr. Trombley made the motion to adjourn the meeting. Mr. Reynolds seconded the motion. Motion carried unanimously at 8:02pm.

Respectfully submitted,

Samantha Rice, Planning & Zoning Clerk

Minutes approved by:



1-6-14

David Cadieux, Planning Commission Chair