

TOWN OF HIGHGATE

Development Review Board

April 12, 2018 @ 6pm

Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

The meeting was called to order by Chair, Richard Trombley at 6:00pm, noting there was a quorum of the board present.

Present at this meeting:

DRB members: Richard Trombley, Chair; Tim Reynolds, Vice-Chair; Woodbury Rouse, Jr; Scott Martin; *absent – Julie Rice*

Staff: Wendi Dusablon- Public Meetings Clerk/Town Clerk; Heidi Britch-Valenta – Town Administrator; Laura Barney – Zoning Administrator

Public / Other: Ronald Nye; Michael Gervais; Benjamin Bombard; Fernand Gagne; Steve Scott; Nancy Browne; Jason Stoddard; Darren Polhemus; Rene Gagne; Sharon Bousquet; Mark Gagne; Gilbert Gagner; Joe Depatie

Election of Officers: Motion by Tim Reynolds, seconded by Woody Rouse, to nominate Richard Trombley as Chair of the DRB. There were no other nominations – **APPROVED.** Motion by Woody Rouse, seconded by Scott Martin, to nominate Tim Reynolds as Vice-Chair of the DRB. There were no other nominations – **APPROVED.**

II. PUBLIC HEARINGS

Gagner, Gilbert

Conditional Use Review – Seasonal Conversion

458 Country Club Road

Shoreline District

Gilbert Gagner was present with Michael Gervais and they were both sworn in by Rick Trombley. Gilbert had a camp at 458 Country Club Road that he is rebuilding and wants to convert it from seasonal to a full time year round residential dwelling. The waste water permit is in place and the town already has a copy of it. Gilbert came prepared with plans and photos to share with the board. The property is the third property on the right on Country Club Road. The new building will be in the same location as the old, but will be a two story with parking underneath for vehicles. It will have a partial foundation, 4' on one end down to 1' due to the slope. There will be room for three to four vehicles in the driveway as well as parking two more under the building. This will be a two bedroom home with a shared driveway with Mrs. Pfeiffer's property. The other property has been vacant for several years. Gilbert owns the easement, Mrs. Pfeiffer has a deeded access to use it. His portion of the driveway was finished off by Doug Rollo, her portion is not finished. Gilbert stated he owns 49% interest in the roads and right of ways within the Country Club. Lyne Vincent is co-owner with 51% interest. He provided a layout of where snow removal will go and further information on the parking lay out. A new septic system was installed in 2007 that was not acceptable for this project, but as noted earlier, the new waste water permit has already been approved. This will be a stick built home with energy star rating. Tim Reynolds had questions about the piping of the mound system, which Michael Gervais explained. Rick read through the criteria from the development regulations. There were no further questions or comments. Motion by Rick Trombley to close this hearing. The motion was seconded by Woody Rouse – **APPROVED.** Gilbert will receive a written decision within 45 days. If the decision is favorable, he will come in to see Laura for a permit. If not, he has rights to appeal through environmental court.

Gagne, Fernand & Patricia

3 Lot Subdivision – Final Plan Review

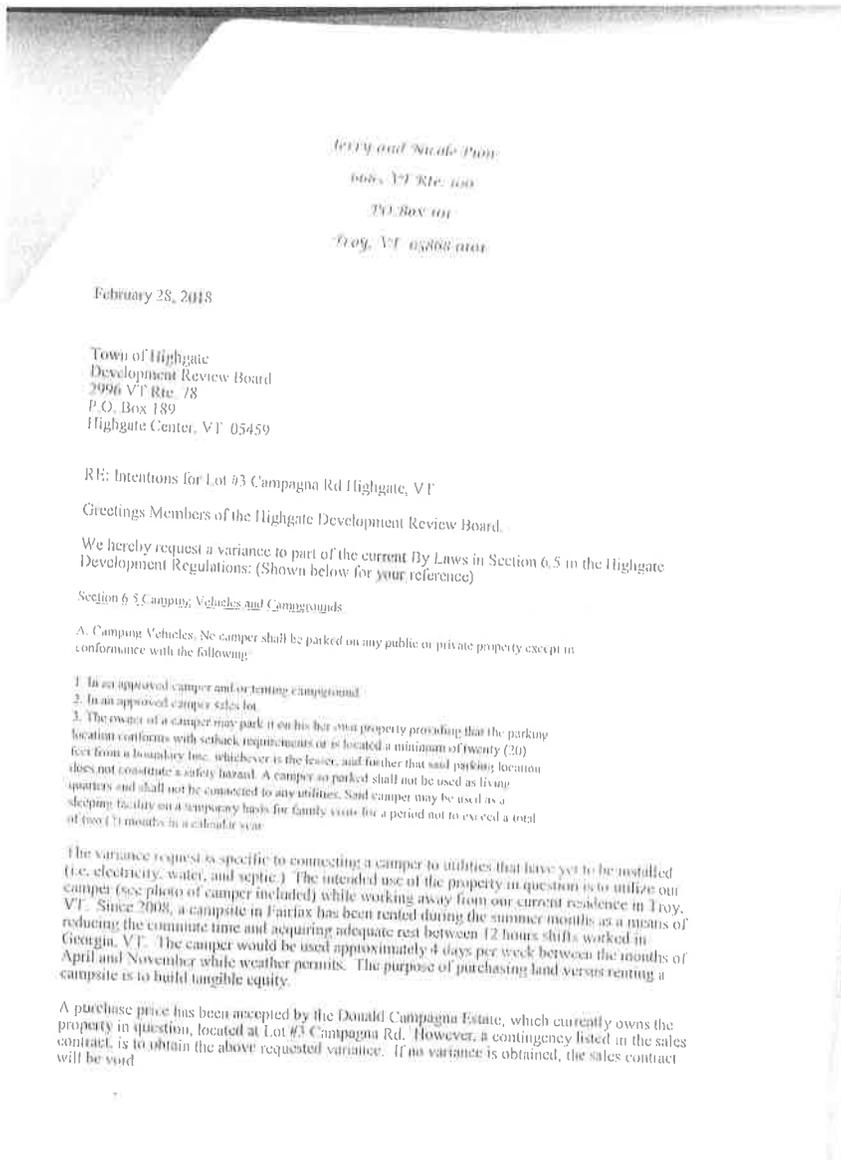
Lamkin Street

Medium Density Residential District

Fernand Gagne was present with Michael Gervais. Both were sworn in at the last meeting and were reminded they were still under oath. Mike had submitted changes to the plans based on the last meeting, which Laura Barney distributed to the board. There was discussion at the last meeting about upgrading the road to A76 standards and placement of the cul-de-sac. Mike owns property to the west, so he is granting an easement to Fernand so the cul-de-sac is partially on Mike's property as well. The proposal is still for three lots for single family homes. Each will have on site water and waste water systems. They have not submitted anything to the state yet. Mike reached out to the Chief of HVFD about placement of the cul-de-sac and Fernand actually spoke with Joe Depatie, Chief. The board wanted to see the cul-de-sac at the end of the road, because they believed it was too far from the home for furthest lot. Joe Depatie had initialed Fernand's plans stating he was ok with the plans as presented. The board appreciated this, but would like to hear from the Chief or have a letter from him, not just initialed plans. The radius of the cul-de-sac is A76 standards so a town truck or emergency vehicle can navigate their way and turn around. Norm Laroche is not interested in accessing his property from this road. If Mike Gervais can sell some of his lots on Maizefield Drive, to the west, he may use that cul-de-sac, but not at this time, possibly in the future. They will check with the road commissioner to see if the culvert on Lamkin Street is compliant. Steve Scott was present, he is an abutting property owner on Meadow Lane and he was sworn in. Mr. Scott has concerns about the corner that this new road will come off of, and wants the board to consider the safety of it. He also agreed that the cul-de-sac was a far distance up the long driveway to the last home. Mr. Scott wanted to know if there would be a buffer between the development of the last lot and his property. The building envelope has to stay 30' from the property line and the septic system at the closest point is just over 30' from the property line. Tim said that the board can't control anything other than what is in the regulations, and Mr. Scott understands that, he was just curious. His main concerns are safety on the bend of the road on Lamkin Street and making sure any decisions they make about the cul-de-sac are done right. This property was permitted for a seven unit development previously, so Mr. Gagne could actually go with seven units if he wanted to. There was further discussion on the corner and site distances and also discussion on power that will be supplied to the development. Mike pointed out the pole and transformer and that it continues to Mr. Laroche's property. Rick read through the criteria for final plan review from the development regulations. There were additional questions about any proposed lighting – none is proposed. Fernand will have to name the road and that needs to be on the final mylar. There will be a maintenance agreement for the three lots at this time and more will be added if Mike ever develops the lots on his side of the cul-de-sac. Joe Greenia owns property on Lamkin Street that currently comes off the same curb cut. Fernand stated that Joe will need to put in his own driveway cut because Joe does not own access to it, Fernand does. All these documents will need to be provided as well. Tim would like to see verification from Joe Depatie, HVFD, on his view of the placement of the cul-de-sac. Scott asked about plans for any sidewalks and lighting – there are no plans for either. Mike added that in an ideal world, if he sells his lots, they would be adding two more lots to that cul-de-sac. Motion by Rick Trombley to close this hearing. The motion was seconded by Woody Rouse – **APPROVED**. A decision letter will be issued within 45 days. *** Fernand Gagne had already exited the hearing, but Michael Gervais had stayed for subsequent hearings. Joe Depatie, Chief HVFD, had returned from a call and was asked to join the meeting for his input on this project and placement of the cul-de-sac. He verified to the board that he did initial and approve of placement of the cul-de-sac for this review. He had originally wanted to see it extended further up, but now knows that other things are planned in the future to the west on Mr. Gervais' property. With that in mind, it is better for the whole project to leave the cul-de-sac as presented. Joe is comfortable with the A76 standards, 35' radius, 70' fully across. This is plenty big enough for a fire truck. A ladder truck would be brought into the driveway anyway, so that isn't a problem either. The distance from the cul-de-sac to the home on lot #3 is about 200'. Joe stated for good pressure our trucks should be on about 150' of pre-connect hose. There was discussion about flaring out the driveway where it meets the cul-de-sac. Mike asked Joe to clarify that 150' is standard for most fire departments – yes. Any first truck on scene would also likely get right into the driveway anyway. There was further discussion on the radius being suitable for plow trucks and school buses also **.*

**Campagna, Donald – Estate of
Browne, Nancy – Executrix
3 Lot Subdivision – Sketch Plan Review
& Conditional Use Review
758 Campagna Road
Agricultural District**

Nancy Browne and Michael Gervais were present and were sworn in. In the audience were Rene Gagne, Mark Gagne and Darren Polhemus, who were also all sworn in. This subdivision will be creating lots #4 and #5 with the remaining land all staying with the farmhouse lot. Both the new lots are very straight forward and there is no proposed development at this time. Mike pointed out that there is a 50' strip in between the previously subdivided lot #3 so they could get back to the wooded lot. The proposed sizes of the three lots involved are 26 acres, 29 acres and 50 acres. There were no questions from the audience on this. Rick read through the criteria for a sketch plan review from the development regulations. The board asked Mike to notate the wetland buffers on the plans for the next review. For the conditional use review, a letter was submitted by the potential buyers, Jerry and Nicole Pion, of lot #3 (previously already subdivided). See letter below:



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We have lived at the same residence located in Troy, VT since 1991. Our current home is very well maintained and the property is clean. The property in Highgate would be treated with the same respect. In the future, our hope is to build a garage and a house at the Highgate property.

We wish to thank, in advance, the Donald Campagna Estate for the necessary application at the March 8 Development Review Board Meeting. We also wish to thank the Development Review Board members for their consultation to the proposed variance.

Sincerely,

Jerry D. Poirer
Nicole M. L. Poirer

CC: David Keelson County 21

Enclosures

Rick read the letter aloud into the record. Tim asked if there was any sewer on this lot. Mike said there is a waste water permit in place for that site already. Lot #3 is totally separate from the subdivision process. Mrs. Browne asked to see the letter, because she had not previously seen it, although her realtor did relay to her the content of the letter. Mrs. Browne is here tonight for both permits, she is the daughter of Donald Campagna and is the executrix of the estate. The board will discuss this further in deliberative session, as they feel they have enough information to make a decision. Motion by Rick Trombley to close the conditional use portion of this hearing. The motion was seconded by Woody Rouse – **APPROVED**. Motion by Rick Trombley to move the 3 lot subdivision to final review. The motion was seconded by Tim Reynolds – **APPROVED**. A decision letter will be issued on the conditional use within 45 days. Mike knows the board wants the wetland buffers to be added to the plans for the final review of the subdivision and Laura will follow up with a letter on that also.

Gervais Properties, LLC
2 Lot Subdivision – Sketch Plan Review
Conditional Use Review & Site Plan Review
Maizefield Drive
Medium Density Residential District & Village District

Michael Gervais was present with Jason Stoddard, builder, and both were sworn in. Mike passed out new plans, as the ones he had submitted previously had changes to the septic. He is looking to subdivide off 1.115 acres at the end of Maizefield Drive and is proposing a four unit residential building. Jason Stoddard will be building the units and was present to answer questions. If this is permitted, Jason will hopefully be purchasing the lot and doing the constructing. A four bay garage is proposed as a second phase, but that is not planned right off. Everything is spelled out in the site plan. Additional parking will be in front of the units, two spots each. Tim noted if the garage is added to the plans now they won't have to come back to the board for it later.

Each unit will have its own septic. Rick read through the regulations for sketch plan review from the development regulations. Mike then handed out plans for the site plan and conditional use reviews. The units are 18' wide on center and 40' deep. Each will have a 4' entry way with lighted front and rear entry ways. Each unit will have a rear sliding door. There will be no basements. The area behind the proposed garage area is proposed for a lighted pole for parking until the garage is built. This will be a residential post, cement base, similar to what you would see in a parking lot, LED, but with a residential look. There will be one drilled well for all the units. All units will be two bedrooms. Mike gave details about the electrical easement and the transformer location. There will be an electric panel with master power and individual meters. All meters will be behind a 6' high dumpster area. The lawn will be maintained, no other landscaping is being proposed. As far as the in ground septic, you won't even know they are there, other than the covers for the tanks. The units will look similar to Ally Drive in Swanton, just simplified by taking the garages away from the front. There will be a fire wall between each unit up to the roof. Each unit will have 12' x 8' storage, two bedrooms (upstairs), two baths and a laundry area. Maizefield Drive does not currently have a road agreement. The road agreement would include this parcel, the other previously subdivided parcels and the two land owners currently there. All are welcome to be part of the agreement, but can still use the road if they don't. Mike owns three lots that were subdivided by the Lussiers (lots 2,3,4 on the plans). The lot being proposed today would be the sixth lot. There was discussion on the area of the cul-de-sac. Laura asked about pedestrian accessibility and having adequate pedestrian facilities. Curbs and sidewalks may be required by the DRB. The walkway from the driveway to the steps of each unit will be concrete, Jason agrees, yes, each could be paved. Rick read through the criteria from the development regulations regarding conditional use and site plan review. Jason noted he would consider shrubs or a community garden as part of the landscaping plans. The building will have a 57' setback at the closest point from the cul-de-sac. There was more discussion on lighting and pedestrian easements. Motion by Rick Trombley to close the conditional use and site plan hearings. The motion was seconded by Tim Reynolds – **APPROVED**. Motion by Rick Trombley to move to final review on the 2 lot subdivision hearing. The motion was seconded by Woody Rouse – **APPROVED**. Michael has been through this process many times and knows the procedure from here.

III. APPROVAL OF MINUTES

Motion by Rick Trombley to approve the minutes from March 8, 2018, as corrected. The motion was seconded by Tim Reynolds – **APPROVED**.

IV. UPCOMING EVENTS

April 17	6pm	PC Mtg.	May 5		Green Up Day
April 19	7pm	Selectboard Mtg.	May 5	8am-2pm	Haz Waste Day

V. DELIBERATIVE SESSION

Motion by Tim Reynolds to enter into deliberative session @ 8:06pm. The motion was seconded by Woody Rouse – **APPROVED**.

VI. ADJOURNMENT

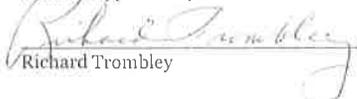
Motion by Tim Reynolds to adjourn the meeting @ 9:30pm. The motion was seconded by Scott Martin – **APPROVED**.

Minutes respectfully submitted by:


 Wendi Dusabion, Town Clerk & Public Meetings Clerk


 Date

Minutes approved by:


 Richard Trombley, DRB, Chair


 Date