

TOWN OF HIGHGATE

Development Review Board

July 9, 2020 @ 6pm
Approved Minutes

NOTE: All actions taken are unanimous unless otherwise stated.

I. CALL TO ORDER

This meeting was held at Highgate Sports Arena to allow for proper physical distancing by board members, applicants, and members of the public.

The meeting was called to order by Richard Trombley, Chair, @ 6:03pm noting a quorum of the board was present.

Present at this meeting:

DRB members: Richard Trombley, Chair; Woodbury Rouse, Jr.; Michael Kravetz *Absent were – Tim Reynolds & Courtney Veeder*

Staff: Wendi Dusablon- Town Clerk / Public Meetings Clerk; Samantha Derosia – Zoning Administrator

Public / Other: Kevin & Laura Dudley; Edith Rillo; Stephen Tetreault – TDH; Debbie Ferland; Stephen & Barbara Hamel

II. PUBLIC HEARINGS

Dudley, Kevin & Laura
Conditional Use – Waiver of Setback
127 Hoague Drive
Medium Density Residential District

Kevin & Laura Dudley were present for this hearing, as well as their neighbor, Edith Rillo. All were sworn in by Rick Trombley. Our bylaws state that the closest you can be to a border, even with a waiver, is 10'. The Dudley's need a 5' setback and their neighbor, Rick Lamphere, has no issue with it and provided this in writing for the file. The board asked the applicants to clarify where on the drawing the proposed garage would be placed. Their home is centered on the lot, so there is no room on either side to accommodate a garage and meet the requirement. It was also noted that the lot lines are not straight on their property. They noted where the well is and stated they have had to re-drill the well, so they need to make sure there is room to reach the well in the future. Michael asked about the strip of property between the property line and the driveway and if that belongs to the applicants all the way to the back – yes. The neighbor's garage is approximately 10' away from the Dudley's property line. The existing shed on their property would need to be moved. The proposed garage would be 24' x 28'. Michael expressed concern about congestion on that side of the property. There was discussion on if the proposed garage could be adjusted slightly and moved over. If this were made to be mandatory, one bay of the garage would essentially be behind the house. There was discussion amongst the board members about what is considered a "principal structure". Mrs. Rillo was present but had no questions, she was here to support her neighbors. There is no room on the other side of the property to place the proposed garage. There is only about 4' and then a big dip that leads to the neighbor's property. Rick read through the criteria from the development regulations with regard to a waiver of setback. The applicants had originally filled out a variance application, but board members had indicated to Samantha that those are not recognized so it was warned as a waiver of setback. There is still variance wording in our bylaws, so Samantha will look into this and see if this is, indeed, the route Mr. & Mrs. Dudley need to take. Motion by Woody Rouse to close this hearing. The motion was seconded by Michael Kravetz – **APPROVED**. The board has 45 days to issue a written decision. From there, the applicants can either come in for their permit or appeal the decision through environmental court.

**Ferland, Deborah & Ferland Family Trust
Boundary Line Adjustment
1275 & 1561 Carter Hill Road
Agricultural District**

Debbie Ferland, (applicant), Stephen Tetrault (TDH Surveying & Design) and Mr. & Mrs. Hamel (Carter Hill residents) were present for this hearing. All were sworn in by Rick Trombley. Stephen began by explaining the proposed boundary line adjustment between the two properties. Debbie owns 10.12 acres that is narrow and long. It goes out to the back meadow and over the bank. The Ferland Family Trust (her parents) property goes out and around hers. It is basically a clean up from the Trust to Debbie. There will be no change in acreage for either property. This is an adjustment so no portion of Debbie's acreage could eventually get land locked. Because no acreage is changing it does not trigger anything needed with the state for wastewater or potable water permitting. Her parent's property encompasses all around hers. Stephen pointed out the current and proposed lot lines related to this request on the plans. Debbie stated that the property was deeded to her 30+ years ago but it had never been surveyed before. Rick had questions about the neighboring properties being shown. They are there strictly for reference purposes. Mr. & Mrs. Hamel were present to see if their property on Carter Hill Road was affected by any of this - no, it is not. Stephen noted that the two properties (Debbie's and her parents) will exchange a deed which will reference the survey for this BLA. There were no further questions from the board, applicants, or the neighbors. Rick read through the criteria for a boundary line adjustment from the development regulations. Motion by Woody Rouse to close this hearing. The motion was seconded by Michael Kravetz - **APPROVED**. Stephen is very familiar with the process from here. A written decision will be issued within 45 days.

III. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from June 11, 2020, as written. The motion was seconded by Michael Kravetz - **APPROVED**.

IV. OTHER BUSINESS & UPDATES

- The DRB will continue to work on the list of edits and work on sections of the bylaws towards a bylaw rewrite, hopefully in 2021.
- Samantha and the DRB discussed some zoning violations around town and letters that had been sent out or needed to be sent out.

V. DELIBERATIVE SESSION

Motion by Rick Trombley to enter into deliberative session @ 6:40pm. The motion was seconded by Woody Rouse - **APPROVED**.

Motion by Woody Rouse to exit deliberative session @ 7:29pm. The motion was seconded by Michael Kravetz - **APPROVED**.

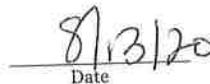
VI. ADJOURNMENT

Motion by Rick Trombley to adjourn the meeting @ 7:30pm. The motion was seconded by Woody Rouse - **APPROVED**.

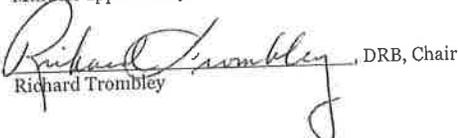
Minutes respectfully submitted by:

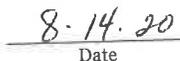

Wendi Dusablon

Town Clerk &
Public Meetings Clerk


Date

Minutes approved by:


Richard Trombley, DRB, Chair


Date