

**DRAFT**

**TOWN OF HIGHGATE  
Development Review Board  
October 8, 2020 @ 6pm  
DRAFT Minutes**

**NOTE: All actions taken are unanimous unless otherwise stated.**

**Join Zoom Meeting**

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**I. CALL TO ORDER**

This meeting was held at the Highgate Sports Arena and was also accessible via Zoom or call in.

The meeting was called to order by Tim Reynolds, Vice-Chair, @ 6:00pm noting a quorum of the board was present.

Present at this meeting:

**DRB members:** Tim Reynolds, Vice-Chair; Woodbury Rouse, Jr.; Michael Kravetz; Courtney Veeder; *absent – Richard Trombley, Chair*  
**Staff:** Wendi Dusablon- Town Clerk / Public Meetings Clerk; Judy Paxman, Zoning Administrator  
**Public / Other:** Peter Geraw; Ashley Geraw; Sara Forsyth

**II. PUBLIC HEARINGS**

- ***Geraw, Peter***  
***Pickles Snack Shack***  
***Conditional Use Review***  
***2775 Carter Hill Road***  
***Village District***

Peter Geraw and Ashley Geraw were present and sworn in by Tim Reynolds, Vice-Chair. Pickles Snack Shack has been operating occasionally at the town offices / town park location with approval from the Selectboard. He is before the DRB tonight to get approval to operate at his own property at 2775 Carter Hill Road. He shared photos of his location with dimensions of his property and his plans for parking. Mr. Geraw referred to Shaggy's Snack Bar in Swanton and how you generally see 3,4,5 cars at a time on site. Waste disposal was discussed as well as the location of his septic system on his property (located out back). His driveway will easily accommodate cars, and overflow would be in a certain area of the lawn, pointed out on the pictures. A second curb cut was discussed, and if that becomes necessary there is a process he needs to go through with the town. Storm water was discussed and how erosion needs to be avoided. Installing stone would help with any runoff. There needs to be plenty of room to turn around and also to exit. Mr. Geraw stated his driveway is plenty wide enough for people to pull in and out safely. Ashley Geraw commented that they won't be open all the time and it won't necessarily be consistent. A typical parking spot in a parking lot situation for a compact car is 6' x 12'. Mr. Geraw had submitted all his state paperwork as well as proof of insurance, which was included in the packet and sent to the DRB members in advance of this meeting. The site distance view to pull in and

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out of the driveway is good. There was discussion on days per week and hours of operation that would give them flexibility. The board suggested he get everything on the table for them to consider and add to the decision letter. This will prevent him from needing to come back if things change. There are flood lights across the top of the trailer as well as flood lights in the driveway. Noise was a factor using a generator at the town office location. Mr. Geraw clarified he will be plugging in to the electrical at his home. He would like the flexibility to be able to operate when the weather cooperates and when it is convenient for them. He has four employees and they are all family members. Breakfast may also be offered on certain days, so he would like the board to consider this as well in their decision. Michael asked about wear and tear to his property and the overall character of the neighborhood. Michael also had questions about added traffic to the road and what Mr. Geraw had forecasted for that. Four tables will be available for outside seating and most people will likely be taking it to go. Mr. Geraw pointed out on the photos where the food truck will be located on his property in comparison to the road. There will not be any permanent signage. Their hours will be posted on their FaceBook page and they could also post them on the food truck so customers aren't roaming around their property when they are not open. Cooking odors were discussed. Mr. Geraw has cooked for his family at the truck and the neighbors have not complained about the smell. He hopes the smell will bring people over and want something to eat! The abutting neighbors were noticed on this hearing. None are present, either in person or via Zoom or phone, nor did we receive any comments from any neighbors in advance of this hearing. He gave some details on the suppression and blower system inside the trailer. Everything is up to code with the State and has been inspected (see packet for paperwork). Tim Reynolds read through the criteria from the development regulations. There was nothing further from the DRB or from the applicant(s). Motion by Woody Rouse to close the hearing. The motion was seconded by Michael Kravetz – **APPROVED**. The board has 45 days to issue a written decision. If they are not happy with the decision of the DRB they can contact Judy Paxman, ZA, on the next steps. The board thanked Peter and Ashley Geraw for coming before the board for this review.

- ***Forsyth, Sara***  
***Variance Review***  
***1229 Lamkin Street***  
***Medium Density Residential District***

Sara Forsyth was present for this review and was sworn in by Tim Reynolds, Vice-Chair. Sara owns a home on a small lot located at 1229 Lamkin Street. She would like to install a carport between an existing shed and her house. It will just have a roof for now, but if she likes it she may add sides in the future. She can not meet the required setbacks to one side (abutting the Hoose property) and to the center of the road. She is also working around her septic system. The carport will be tall enough for a plow to go underneath. There was discussion on how it will be anchored to the ground and she plans to add some stone also. Her leach field is behind the septic and not in the way. The abutting neighbors were noticed on this hearing. None are present, either in person or via Zoom or phone, nor did we receive any comments from any neighbors in advance of this hearing. There is a possibility she may remove the existing shed and move the carport over, so she is hoping for that flexibility within the board's decision. The board has the authority to give her a variance down to 5' from the boundary line (sides and rear). Ms. Forsyth stated she is only a few feet short from meeting the setback to the center of the road. Tim Reynolds read through the criteria from the development regulations. There was nothing further from the DRB or from the applicant. Motion by Michael Kravetz to close the hearing. The motion was seconded by Tim Reynolds – **APPROVED**. The board has 45 days to issue a written decision. If Ms. Forsyth is not happy with the decision of the DRB she can contact Judy Paxman, ZA, on the next steps. Ms. Forsyth has already filled out a building permit for the structure itself, but it has not been processed, pending the DRB decision letter. The board thanked her for coming before the board for this review.

**III. APPROVAL OF MINUTES**

Motion by Tim Reynolds to accept the minutes from September 10, 2020, as written. The motion was seconded by Woody Rouse – **APPROVED**.

**IV. OTHER BUSINESS & UPDATES**

- Motion by Woody Rouse to approve the decision letter for the Gagne & Gagne Boundary Line Adjustment. The motion was seconded by Courtney Veeder – **APPROVED**.
- This is Judy Paxman's first meeting with us. Michael asked Judy to tell them a little about herself and her background that lead her to this position.
- Judy shared some miscellaneous updates and FYIs with the DRB.

**V. DELIBERATIVE SESSION**

Motion by Tim Reynolds to enter into deliberative session @ 7:15pm. The motion was seconded by Woody Rouse – **APPROVED**.

Motion by Woody Rouse to exit deliberative session @ 8:30pm. The motion was seconded by Michael Kravetz – **APPROVED**.

**VI. ADJOURNMENT**

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

Minutes respectfully submitted by:

\_\_\_\_\_, Town Clerk &  
Wendi Dusablon Public Meetings Cle Date

Minutes approved by:

\_\_\_\_\_, DRB Vice-Chair  
Timothy Reynolds Date

