

TOWN OF HIGHGATE
Planning Commission
May 16, 2023 @ 6pm
APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://us02web.zoom.us/j/87630878207>

I. CALL TO ORDER

Luc Dupuis called the meeting to order @ 6:00pm. This meeting was a hybrid of in-person and Zoom.

Planning Commission Board Members: Luc Dupuis – Chair; Tom Conley; Robyn Klein; Ken Thompson; Jack Pelkey (new member to replace Ken Thompson) (ALL WERE IN-PERSON) *absent – Scott Bessette – Vice Chair*

Town of Highgate Staff: Heidi Britch-Valenta – Town Administrator (in-person); Wendi Dusablon – Town Clerk & Public Meetings Clerk (via Zoom first half of mtg.)

Public / Other: In-person: Emily Klofft, NRPC; Travis Belisle; Kevin Many; Sharon Bousquet Via Zoom: None

II. ZONING DISTRICT CHANGE HEARING

Travis Belisle and Kevin Many were present for this hearing. Mr. Belisle (Highgate Airport Industrial Park LLC) has purchased the former brick plant as well as surrounding land that comes off Waugh Farm Road. Kelly Brook divides the property, and some is zoned Agricultural and some is zoned Industrial / Commercial. They would like the PC to consider a zoning district change to Industrial / Commercial so they can create a proposed 15-lot industrial park. The proposal does align with our phase two development of water and sewer infrastructure from the airport. Heidi shared slides on the screen of the property and the proposed portion up for discussion about this change. This hearing was warned according to statute, and we have not heard anything from anyone with issues, and no one else was present at this hearing either. Robyn had questions about the property, and about the process from here. If the PC agrees, it will then go before the Selectboard for another public hearing on June 15th. Jack had questions about potential impacts on property valuations associated with this proposed change. Travis spoke more about the property and the boundary lines and wetland areas involved. The DRB members were also made aware of this hearing, but none of them were present. Motion by Robyn Klein to approve the zoning district change from Agricultural to Industrial / Commercial, from approximately 820 Waugh Farm Road to the area around Therrien Road. The motion was seconded by Tom Conley – **APPROVED**. This will now be forwarded on to the Selectboard and another hearing will be warned for June 15th. Travis and Kevin will be sent further information.

III. BYLAW MODERNIZATION GRANT – NRPC

Emily Klofft (NRPC) gave an update on where we are at with the housing needs assessment process. For the June PC meeting, NRPC will be working on initial recommendations and the associated language, which she explained in more detail. There was discussion on what other communities in our region are doing with regard to their housing needs assessment process. Impact fees were also brought up again. The recommendation given was not to move forward with impact fees, but it has come up time and time again to take another look at it. NRPC can assist with this, and our PC meeting in July might be a good time to start that. We did look at a few towns that

already assess impact fees (Georgia / St. Albans / and one other), and how they break it down to where the funds go.

IV. OTHER BUSINESS

- Heidi reminded everyone that the VCMP Committee is hosting charrettes tomorrow night May 17th at 6pm with designs for the Village Core Property for people to rank them. From there they will be ranked as to which components from the designs are the most popular, followed up by another meeting in September. Heidi gave some backstory on the Village Core Master Plan (VCMP) property, which the town has owned for several years. She also shared the flyer for the May and September events regarding this property.
- There is an updated grant spreadsheet in the packet.
- Heidi mentioned another topic that keeps coming up – a local options tax. Dominic Cloud from St. Albans City was at a VCMP meeting recently and explained this. It's a very interesting topic and the PC could scratch the surface on this to see if it may be a good fit for Highgate. Swanton is also looking at this.
- Other miscellaneous updates were given on topics: Airport Infrastructure; VCMP; Transfer Station; Machia Road; 28 Mill Hill Road; 2272 Machia Road home buyout; Quarry Lane; Route 78 speed study by MVU; Cell Tower; Highgate Manor property.
- There will be a special vote, proposed for July 20th at 6pm, to purchase property for the village wastewater system. This will be a floor vote so you must be present to vote in person from the floor. There is still some finalizing to do, but this will be warned at least 30-days in advance of July 20th. Without the land purchase there can be no wastewater system in the village, and without the wastewater system the VCMP property can't be developed to its fullest potential. \$200,000.00 of the land purchase price is covered by a grant, and \$100,000.00 would come from the town's ARPA funds. A purchase and sale agreement has been signed, but a positive public vote is needed to move forward.
- This is Ken Thompson's last meeting with us. Thank you for your work on the PC and good luck to you and your family with the move!

V. APPROVAL OF MINUTES

Motion by Robyn Klein to approve the minutes from April 18, 2023, as written. The motion was seconded by Jack Pelkey – **APPROVED.**


VI. ADJOURNMENT

Motion by Robyn Klein to adjourn the meeting @ 7:15pm. The motion was seconded by Tom Conley – **APPROVED.**

Minutes respectfully submitted by:



Wendi Dusablon, Town Clerk & Public Meetings Clerk



Date

(minutes transcribed from participation via Zoom and review of Zoom video)

Minutes approved by:



Luc Dupuis, Planning Commission Chair



Date

goes w/ P.C.
minutes 5/16/23

TOWN ADMINISTRATORS REPORT FOR PLANNING COMMISSION
MAY 16, 2023

WELCOME NEW MEMBER – Jack Pelkey

ZONING DISTRICT CHANGE REQUEST- Highgate Airport Industrial Park, LLC
Request to extend industrial commercial zoning district through the former Brick Plant extraction pit. Kevin Many and Travis Belisle. 15 lot Industrial Park proposed

You will notice when you compare the maps that this is the designated area for a potential phase II infrastructure extension. The desired use for that area is commercial industrial

BYLAW MODERNIZATION- Emily Klofft

Regional Housing study

PROJECT UPDATES-

UPDATED GRANT LIST- We were awarded \$200,000 for paving Machia Rd.

CDS- We passed the first cut for the Senator Welch's Congressionally Directed Spending for \$408,000 for the arena roof and entrance. We were 1 of 30 applications out of 150 that were forwarded to appropriations. We will know if October if we are awarded.

AIRPORT INFRASTRUCTURE PROJECT- Permits have all been submitted and are in agency review and comment period. Easements are still needed to move forward. Working with the state and two private landowners to finalize these by end of May. Then we can put the project out to bid.

VCMP PROJECT- NEXT OUTREACH MTG IS MAY 17th @ 6:00.

- Public Outreach Mtg to get public input on concept designs. MAY 17th. (see flyer) attendees will vote on concepts
- WW Plans are back on track. Signed P&S agreement, public vote for land purchase July 20th at 6:00pm. you must be there in person to vote. Without this purchase there is no ww system and without the system the VCMP property can't be developed.

It will be a large septic system with no above ground odor or requirement for technicians.

NEXT REGULAR COMMITTEE MTG IS JUNE 14TH

TRANSFER STATION STABILIZATION- Wright's Excavating was hired to be the contractor. We are waiting on the wetlands permit. Before we can start.

MACHIA ROAD STABILIZATION- Additional environmental reviews are necessary to secure additional access from the Riverbank on the opposite side of the river from the project. This is likely to take most of the summer.

FEMA GRANTS

28 MILL HILL - the geologist came and he did not determine 'imminent danger' so the buyout can not move forward.

2772 MACHIA RD HOME BUYOUT- corrective deeds have been received, waiting on title search.

FOR YOUR INFORMATION

QUARRY LANE- Residents are coming back to the Selectboard June 1 to appeal the Selectboard's decision.

SPEED STUDY – ROUTE 78 AT MVU to extend 35 mph zone further east.

APPROVE MINUTES- meeting minutes from April 18th

OTHER MEETINGS

VCMP- MAY 17TH – COMMUNITY MEETINGS 6:00PM

SELECTBOARD- JUNE 1- TOWN PLAN HEARING #1 630PM

QUARRY LANE RESIDENTS

VCMP – JUNE 14- WHITE AND BURKE DEVELOPERS- 6:00PM

SELECTBOARD- JUNE 15- ZONING DISTRICT CHANGE HEARING

ROAD RECLASSIFICATION HEARING

SELECTBOARD- JULY 20-TOWN PLAN HEARING #2 630PM

PUBLIC VOTE FOR WW LAND PURCHASE

VCMP- SEPT 13TH – COMMUNITY MEETINGS 6:00PM



Belisle/Many Property

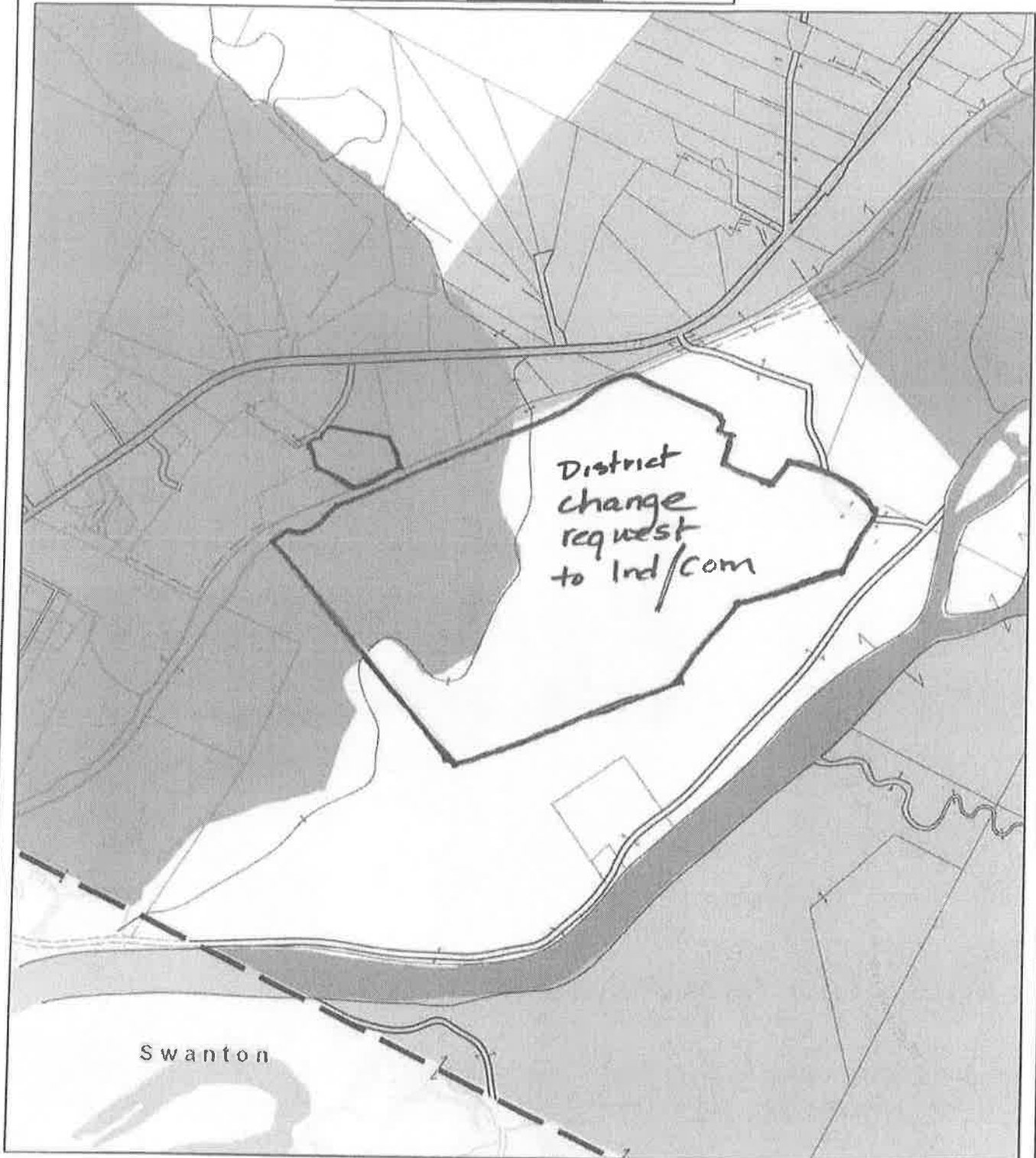
Town of Highgate, VT

1 inch = 1504 Feet



www.cai-tech.com

August 31, 2022



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HIGHGATE PLANNING COMMISSION
HIGHGATE TOWN OFFICE
2996 VT RT 78, HIGHGATE CENTER
802-868-4697
hbvalenta@highgatevt.org

PUBLIC HEARING
ZONING BYLAW REVISION

The Highgate Planning Commission will hold a public hearing on **Tuesday, May 16, 2023 at 6pm** at the Town Office to receive public comment and to consider for approval, proposed changes to the Highgate Development Regulations pursuant to Chapter 117 of Title 24, Section 4441 and 4442, Vermont Statutes Annotated. The Highgate Development Regulations will modify and replace the current zoning bylaws, subdivision regulations and flood hazard regulations. The purpose of these regulations is to provide for orderly community growth, to further the purposes established in §4302 of Title 24 V.S.A. Chapter 117, and to implement the Highgate Town Plan.

The Highgate Planning Commission proposes the update and revision of the Development Regulations for the Town of Highgate which were first adopted on March 21, 1971, and last adopted on March 5, 2015.

The Highgate Planning Commission proposes changes to the following:

- Extending the Commercial/Industrial District boundary from 820 Waugh Farm Road to Therrien Road

The Highgate Development Regulations includes ten sections: Authority and Purpose, Zoning Districts, Land Uses and Dimensional Standards, Permit Review Procedures and Standards, Subdivision Review, General Regulations and Review Standards Applicable to All Development, Specific Use Standards, Planning and Design Standards, Flood Hazard Area Regulations, Administration and Enforcement, and Definitions.

Copies of the proposed bylaws amendment and a report outlining proposed changes to the regulation are available for public review at the Highgate Zoning Administrator's Office during regular business hours-Monday & Tuesdays 9am to 2pm or at the Town's website on the Planning Commission page.

Following this scheduled hearing, the proposed amendment and any proposed changes approved by the Planning Commission will be forwarded to the Highgate Selectboard for its consideration and adoption at a duly noticed public hearing soon.

HIGHGATE BYLAW AMENDMENT REPORT

EXPLANATION: The Highgate Planning Commission has prepared an update to the Development Regulations to address matters of concern developed by the Planning Commission and member of the community during public meetings conducted by the Planning Commission. This report has been prepared in conformance with 24 V.S.A. Section 4441.

The Highgate Planning Commission is proposing the following minor changes to the Development Regulations for the Town of Highgate which were first adopted on March 21, 1971 and last amended on March 5, 2015.

1. Changed from Agricultural District (AD) to Industrial/Commercial District (I/C):

The property southeast of the Lamoille Valley Rail Trail (LVRT) commencing at o Waugh Farm Road (formerly known as the Vermont Brick Factory extraction pit) and extending to the Industrial/Commercial Zone boundary located at 1438 VT 78 and Therrien Road.

PURPOSE:

The purpose of the Highgate Development Regulations is to implement the "Highgate Town Plan" as most recently amended; to further the purposes of the Act; to promote the public health, safety, comfort, convenience, economy, and general welfare of the community, all as set forth in "Section 1.2 Purpose" in the Bylaws at page 1 therein.

The intent of this change is to foster industrial commercial development in the desired area surrounding the Franklin County State Airport. This area was identified as a potential Phase II of the water and sewer extension in the Highgate Airport Infrastructure Feasibility Study May 2020. The shift to Industrial Commercial Zone will facilitate the desired development in the area.

The land use and development regulations classify and guide the uses of land, buildings, and structure in the Town of Highgate in accordance with the Town Plan and the Vermont Planning and Development Act, Title 24 V.S.A. Chapter 117, herein referred to as the "Act". The regulations are designed to implement the purposes and policies set forth in the Highgate Town Plan and the Act,

CONFORMANCE AND IMPLEMENTATION: The Highgate Development Regulations conform with and further the goals and policies contained in the Highgate Town Plan, including the effects on the availability of safe and affordable housing.

LAND USE COMPATIBILITY: The land use districts in the Town Plan are compatible with the land uses in the Development Regulations and are compatible with proposed future land uses and densities of development as set forth in the Town Plan.

The Town of Highgate performed an economic feasibility study that indicated that the extension of water and sewer lines to the Industrial Commercial District surrounding the Franklin County State Airport (FCSA) would be extremely beneficial to encouraging the commercial growth the area currently lacks. The extension to the FCSA is scheduled for completion in 2023 and the phase II of this project would extend the water and sewer further east to the proposed area for conversion from Agricultural zoning to Industrial/Commercial zone.

PROPOSALS FOR PLANNED COMMUNITY FACILITIES: The proposed Bylaws Amendments do not affect any specific proposals for planned community facilities.

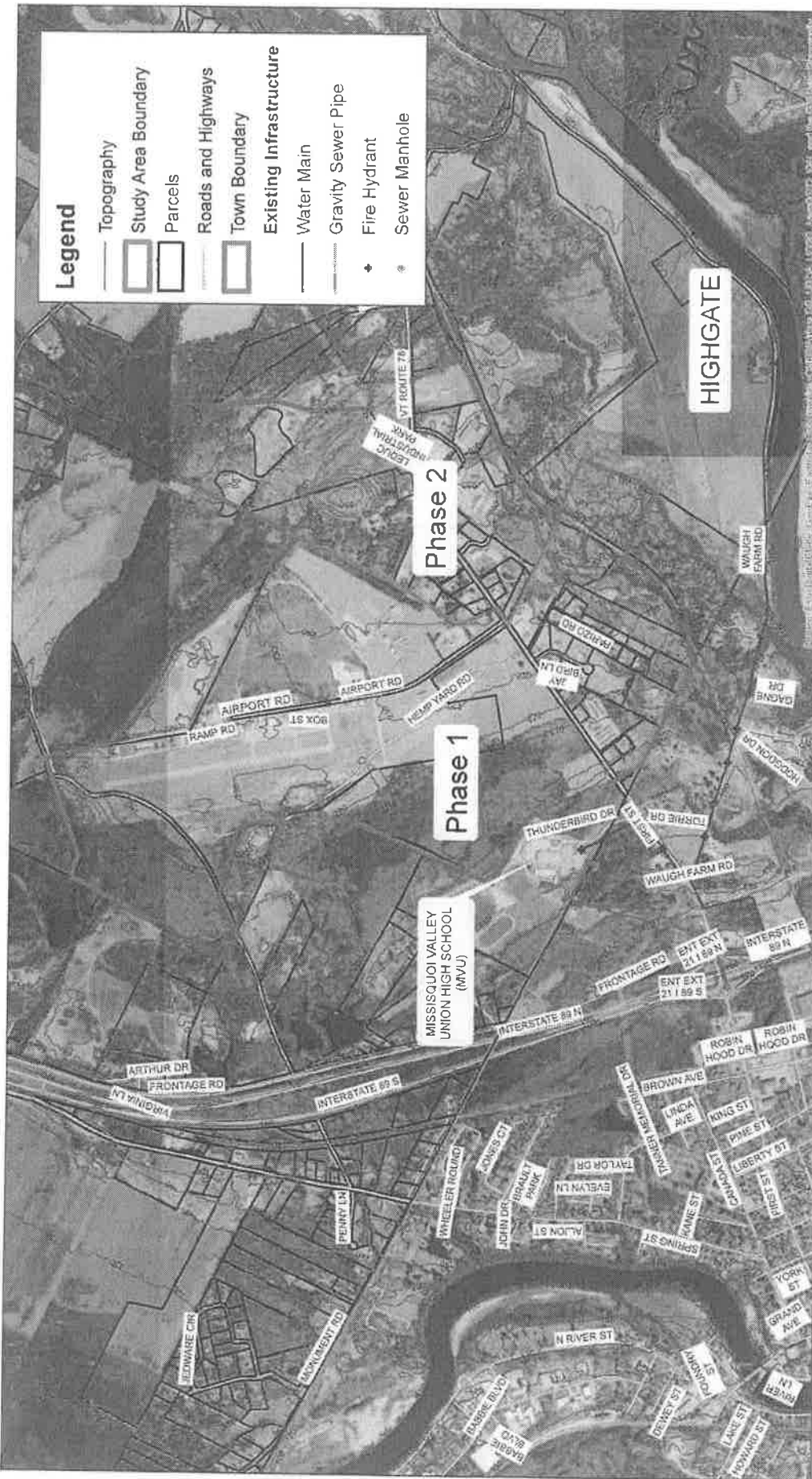
PUBLIC HEARING
HIGHGATE PLANNING COMMISSION

ZONING PROPOSALS

May 16, 2023 @ 6pm

CHANGE FROM AGRICULTURAL DISTRICT (AD) TO INDUSTRIAL/ COMMERCIAL
DISTRICT (I/C):

Properties on south side of the Lamoille Valley Rail Trail between o Waugh Farm Road and 442
Transfer Station Road



Legend

	Topography
	Study Area Boundary
	Parcels
	Roads and Highways
	Town Boundary
	Existing Infrastructure
	Water Main
	Gravity Sewer Pipe
	Fire Hydrant
	Sewer Manhole

STUDY AREA AND EXISTING INFRASTRUCTURE		PROJECT NO.	18063
HIGHGATE AIRPORT INFRASTRUCTURE FEASIBILITY STUDY		FIGURE NO.	2
TOWN OF HIGHGATE		DATE	MAY 2020
HIGHGATE VT			



HIGHGATE TOTAL GRANT LIST
5-2-23

FUNDING SOURCE	PROJECT NAME	GRANT ID	GRANT AMT	PROJECT AMT	LOCAL MATCH	IN-KIND	MATCH %	NOA/ CONTRACT	END DATE	NOTES
AOT Muni Hwy& Stormwater FY 2017	MACHIA RD BANK STABILIZATION	STPM1818(10) Contract #CA0581	\$1,354,800.00 \$	2,697,646.00	\$348,700	NO	20%	11/9/2020	1/31/2025	additional easements needed for river bed access. Driveway Contract Amendment signed 2-2-23. Env Assess beginning 4-18-23
AOT GRANT IN AID STORMWATER FUND	RILE HILL RD/ BOUCHER RD/BUSETTE FARM	GA0331	\$27,000.00 \$	33,750.00 \$	6,750.00 \$	YES	20%	contract signed 8/16/22	const. deadline 9/30/2023 closeout 12-31-2023	Grant contract 8/16/22; NRPC subcontract 9/15/22; Linda Biasch is preparing site work scope for approval 10-25-22
AOT STRUCTURES GRANT	BALLARD ROAD STONE CULVERT REPLACEMENT	BC2186	\$74,700.00 \$	83,000.00 \$	8,300.00 \$	YES	10%	contract signed 8/16/22	12/31/2024	Construction contract award to Doug Rollo 2-2-23 all easements secured 4-10-23. culvert scheduled to arrive mid June
AOT CLASS II	MACHIA RD PAVING		\$200,000.00 \$	254,100.00 \$	54,100.00 \$	YES	20%	APPLICATION SUBMITTED 4-13-23		NOTICE OF AWARD 5-2-23
CLEAN WATER STATE REVOLVING FUND	VCMP WW SYSTEM DESIGN FUNDS	CWSRF STEP 2 DESIGN	\$118,300.00 \$	118,300.00	N/A	NO	0%	9/19/2021	NO CONTRACT YET	100% forgiveness. Money for land/legal approved, land appraisal complete 3/15/22; negotiating with landowner survey is in progress; P&S signed; public vote 2-20-23
CLEAN WATER STATE REVOLVING FUND	VCMP WW SYSTEM CONSTRUCTION	CWSRF STEP 3 CONSTRUCTION	\$2,000,000.00 \$	2,000,000.00		NO		NOA 6/10/22	NO CONTRACT YET 12-19-2022 Increased funding to \$2,000,000	Working on P&S with Landowner. will need public vote to confirm purchase. Preparing for Town Mtg Presentation 2024
VCDF INFRASTRUCTURE PLANNING GRANT	VCMP MASTER PLAN/ library schematic design/ water source	07110-PG-2021-HIGHGATE-06	\$50,000.00 \$	35,200.00	3,200 In kind/ \$2,000 cash	YES	10%	NOA 6/24/22	NO CONTRACT YET	contract signed 11-3-22. public hearing contract signed 12-1-22; Chairrette 5-17-2024
VCDF MPG	VCMP PLANNING WORK	07110-MP-2-23-HIGHGATE-02	\$15,000.00 \$	17,786.00	\$1,785	YES	10%	NOA-3-21-23	contract signed 4-11-23	to complete environmental reviews. RFP for Historic Building, estimates
NERC INFRASTRUCTURE AND ECONOMIC DEVELOPMENT	AIRPORT INFRASTRUCTURE PROJECT	NBR2066A04	\$507,107.00 \$	3,500,000.00 \$	12,604.76	IN PART		10/18/2020	9/30/2023	Match was waived for all but the EDA contribution
EDA PUBLIC WORKS	AIRPORT INFRASTRUCTURE PROJECT	01-01-15333 Public Works	\$1,538,000.00 \$	SAME AS ABOVE.	736,000.00 \$	NO		NOA-3/20/23	working on conditions of award	EDA approved use of CRRP funds for local match 3-2-23. construction funding ; need certification of easements/permits to release funding for construction
VTRANS RAIL AND AVIATION	AIRPORT INFRASTRUCTURE PROJECT	VTRANS20221M	\$1,000,000.00 \$	SAME AS ABOVE.				5/31/2021	NO CONTRACT YET	VTRANS CONTRIBUTION TO PROJECT ALSO COVERS HOOK UP TO STATE BUILDINGS/ est. \$800,000 available for our project

HIGHGATE TOTAL GRANT LIST
5-2-23

VEPC COMMUNITY RECOVERY AND REVITALIZATION PROGRAM (CRRP)	AIRPORT INFRASTRUCTURE PROJECT	\$700,000.00	SAME AS ABOVE.					NOA2-15-23	Use to offset local match for infrastructure construction
FEMA - HAZARD MITIGATION FUND	TRANSFER STATION PHII CONSTRUCTION	\$1,721,916.00	\$ 2,293,888.00					NOA-9/1/22 contract signed 10-6-22	ANR/VEP verbal approval of 25% match (funding, 7/11/2022)
VT EMERGENCY MANAGEMENT	TRANSFER STATION MATCH FUNDING	\$573,972.00	SAME AS ABOVE.	\$ 573,972.00	NO			NOA-9/28/22	WAITING FOR CONTRACT. will apply for amendment in January
FEMA HOMEBUYOUT	2272 MACHIA RD HOME BUYOUT	\$98,115.00	\$ 130,810.00	\$ 32,705.00	NO			NOA 3/4/33	Landowner signed VTA 3/25/22. Match funding available with VEM/Landowner deed correction received/ scheduled closing
WHCB REEI	CONSULTING FEES FOR CAPITAL CAMPAIGN FOR H.L.C.C.	\$6,300.00	\$ 6,500.00	\$ 0					Hiring consultant REEI will manage funds. No money will run through Highgate
Dept of Buildings and General Services- RECREATION	ELECTRICAL WORK/ BALL FIELD UPGRADE	\$18,000.00	\$ 36,000.00	\$ 18,000.00	NO			NOA-10-19-22	contracts are to be signed when project is complete
FEMA BUILDING RESILIENT INFRASTRUCTURE COMMUNITIES (ERIC)	LONG RANGE PLANNING FOR MACHIA RD RIVERBANK INSTABILITY	\$94,125.00	\$ 125,500.00						submitted on Dec 5th VEM will provide 25% match for this
VT EMERGENCY MANAGEMENT (VEM)	LONG RANGE PLANNING FOR MACHIA RD RIVERBANK INSTABILITY	\$31,375.00	\$						VEM will cover local match required for the BRIC grant
NRPC/ CLEANWATER FUND (Muskeget Bay Bridges)	MACHIA RD BANK STABILIZATION	\$1,302,946.00							NRPC submitted a recommendation to legislature for inclusion in Transportation bill, 10-6-22
Witch Congressional Directed Spending	HRE ROOF AND ENTRANCE REPAIR	\$443,000.00							submitted application 3-16-23, notice of recommendation 4-25-23, award in October, funding in 2024
AOT STRUCTURES GRANT	PARENT ROAD CULVERT	\$84,240.00	\$ 93,600.00	\$ 9,360.00	YES			SUBMITTED APPLICATION 4-13-23	
AOT GRANT IN AID STORMWATER FUND	YEO	\$15,000.00							submitted LETTER OF INTENT: 5-5-23
	TOTAL	\$11,954,796.00							SHADED LINES ARE PENDING

JACK
PELKEY

Rec'd
4-25-23
JD

April 24, 2023

Town Of Highgate

Dear Selectboard

My name is Jack Pelkey and I would like to submit my name for consideration to fill the open vacancies on the NW Regional Planning Committee and with the Town Planning Commission. My family has a long history in Highgate starting with my Paternal Great-Grandparents and I have resided here for nearly 30 years. I am coming to the end of almost 40 years with the federal government and would like to assist with the administration of the town I have called home for most of that time. I have broad experience in Quality Systems and Analysis, Operations Planning and Analysis, and Program Management. I believe I can be an asset in both of those roles. Thank you for your consideration.

Sincerely,

Jack Pelkey

Jack Pelkey

Appointed
by SLB to
PC + NRPC

[Street Address, City, ST, ZIP Code]

[Telephone]

[Email]

5/4/23.

JD