

TOWN OF HIGHGATE

Development Review Board

July 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 @ 6:02pm, 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.; Julie Rice *absent – Scott Martin*

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

Public / Other: David Dragon

II. PUBLIC HEARINGS

- **Dragon, David & Jacqueline**
2 Lot Subdivision – Final Plan Review
3127 Machia Road
Medium Density Residential District

Mr. Dragon was present for this hearing. There was no one else present. He was reminded he was still under oath from his prior hearing. The board went through the list of items that were needed from the last meeting. It was noted that 1) the title block needs the road name added 2) relevant planning and zoning information is missing and 3) the district is noted as agricultural and should be medium density. Mr. Dragon is working with Harvey Chaffee and will bring these items to his attention to be fixed for the final mylar. Rick Trombley read through the criteria from the development regulations. There were no further questions from the applicant or from the board. Motion by Rick Trombley to close the hearing. The motion was seconded by Woody Rouse – **APPROVED**. The board has 45 days to issue a written decision.

- **Lapan, Norman & Janice**
Conditional Use Review & Site Plan Review
540 US Route 7
Medium Density Residential District

Mr. Lapan had let Heidi Britch-Valenta know earlier today that he had decided not to appear before the DRB this evening. Courtney Veeder from Barnard & Gervais as well as one abutting neighbor, Armand Messier, had shown up for the hearing and signed in. They were notified that the hearing would not be taking place so they did not stay. Until we have information from VTrans with regard to the right of way this will be delayed. Mr. Lapan can ask for a refund, or just wait and see what happens with VTrans because we may have an answer soon.

III. APPROVAL OF MINUTES

Motion by Rick Trombley to approve the minutes from June 14, 2018, as written. The motion was seconded by Woody Rouse – **APPROVED**.

IV. DELIBERATIVE SESSION

Motion by Tim Reynolds to enter into deliberative session @ 6:26pm. The motion was seconded by Rick Trombley – **APPROVED**. Motion by Rick Trombley to exit deliberative session @ 7:14pm. The motion was seconded by Woody Rouse – **APPROVED**.

V. ADJOURNMENT

Motion by Rick Trombley to adjourn the meeting @ 7:15pm. The motion was seconded by Woody Rouse – **APPROVED**.

Minutes respectfully submitted by:

Wendy Dusablon, Town Clerk &
Wendi Dusablon Public Meetings Clerk

9-13-18
Date

Minutes approved by:

Richard Trombley, DRB, Chair
Richard Trombley

9.13.18
Date