

TOWN OF HIGHGATE

Development Review Board

September 12, 2019 @ 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 @ 6:00pm, 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; Michael Kravetz

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

Public / Other: Peter Cross – Cross Consulting; John Ferland; Sharon Bousquet

II. PUBLIC HEARINGS

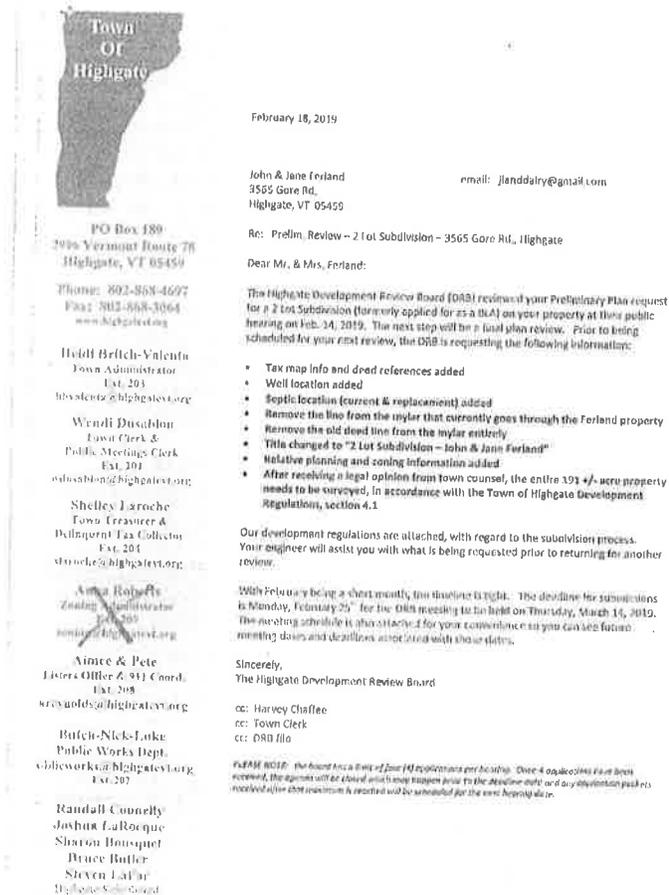
- **Handy, Lawrence J/Handy, Lorriane/Handy, Floyd E.**
Family Partnership c/o Handy, Daniel
4 Lot Subdivision – Final Plan Review
423 VT Route 78
Industrial/Commercial District &
Medium Density Residential District

Peter Cross from Cross Consulting was present and sworn in by Rick Trombley. He brought large copies of the final plans that are slightly different than what was previously submitted. Only notes were added, the lots lines are all the same as at the preliminary review. As lots are sold, the buyers will be coming back to the town for site plan approval, as necessary. There was discussion on Airport Road and who owns the road. Mr. Cross referred to a deed in the Highgate land records, Vol. 56 Pg. 201 that was pulled from the vault for review. This deed is the conveyance of the airport property from Chester and Marjorie Way to the State of VT, dated 9/12/1969 (oddly enough, 50 years to the day of this meeting!). The VT maps were also looked at later in the meeting and those maps do indicate that Airport Road is a state owned and maintained road, but it is not a state highway, it is a private road. The slab currently located on lot #4 crosses the boundary line. They would like to wait until the lots are sold before making any decisions about the slab. The slab is outside the building envelope and could be used for parking in the future. Woody doesn't want to see any building being put on the slab. Mr. Cross noted that setbacks will also have to be met. Tim had questions about the airport hangar that is owned by the state and the slight encroachment. Mr. Cross confirmed that the hangar was built a few inches over the property line and this is not a problem for Mr. Handy. The structure is pre-existing and pre-dates zoning. There were no further questions from the board or Mr. Cross. Rick read through the criteria for a final plan review from the development regulations. Michael verified with Mr. Cross that the curb cuts for access to these lots will be requested off from Airport Road, not Route 78. Yes, that is the intention and the state would rather have it that way, if possible. Motion by Tim Reynolds to close this hearing. The motion was seconded by Woody Rouse – **APPROVED**. A written decision will be issued by the board within 45-days.

- **Ferland, John & Jane**
2 Lot Subdivision – Preliminary Plan Review
3565 Gore Road
Agricultural District

John Ferland was present for this hearing and was sworn in by Rick Trombley. John was last here in February regarding this project. At that time it was submitted as a boundary line adjustment. Through that process it was discovered it was actually a 2 lot subdivision. Mr. Ferland

was sent a letter back in February with some criteria to meet before he could return before the DRB. A copy of that letter is below:



Rick read through the criteria from the letter, and also through the criteria from the development regulations with regard to a preliminary plan review. Samantha will send Mr. Ferland a letter following this hearing with what the boards needs to see before he can move to a final review. It was noted that the contour lines are missing, zoning information is missing, the parcel id# is missing for the Ferland property, there are no building envelopes (no development is proposed at this time), and the two signature blocks are missing. Tim asked about the septic replacement area. Mr. Ferland said that the state is telling him it is not necessary because the line is more than 500' from the existing septic. He had a letter from the state which Samantha added to the file. Tim asked if any acreage differences were discovered as a result of surveying the entire property. Mr. Ferland is currently taxed on 191.8 acres and the survey came out to roughly 193 acres, so it was very close. The final mylar should not be prepared by Harvey Chaffee until after the final hearing and a decision letter has been issued by the DRB. The deadline for the October 10th meeting is September 23rd. John will receive a letter from Samantha recapping this meeting and what will be needed for the final review. Motion by Tim Reynolds to move this hearing to final review. The motion was seconded by Woody Rouse – **APPROVED**.

III. OTHER BUSINESS & UPDATES

- The DRB reviewed two decision letters (Locke & Gabree) and one final mylar (Gabree).
- Sharon Bousquet had questions for the board regarding Thak Blvd. She is looking for information on the approval on that development back in 2010. Samantha will see what she can find in the minutes and/or on the audio recordings and see if that is helpful. Duane Tremblay would like the town to take over Thak Blvd. and has come to the Selectboard a few times now.

- There was discussion on violations and proposed changes to the bylaws. The DRB would like to gather a more comprehensive list and present it to the Planning Commission.

IV. RE-DRAFT OF THE DEVELOPMENT REVIEW BOARD RULES AND PROCEDURE AND CONFLICT OF INTEREST POLICY

This policy was last updated in September 2014. Michael Kravetz has gone through the document and noted some changes to the board. The changes have been warned for this meeting and are proposed as follows: 1) changing the required number of board members from seven members to five members, 2) a quorum of the board will change from four members to three members, 3) under section #3 (definitions) #B the words "or alternate" will be removed, 4) there will be no alternate members, 5) in Section IV: Appointment and Removal of Board Members, the part referring to alternate members will be removed. Motion by Woody Rouse to accept the changes to the document as corrected and noted above. The motion was seconded by Tim Reynolds – **APPROVED**. The board thanked Michael for his work on this and bringing the needed changes to their attention. Samantha will have the document ready for the board members to sign at the October meeting.

V. APPROVAL OF MINUTES

Motion by Woody Rouse to accept the minutes from August 21, 2019, as written. The motion was seconded by Tim Reynolds – **APPROVED**.

VI. DELIBERATIVE SESSION

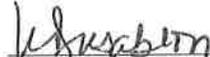
Motion by Woody Rouse to enter into deliberative session @ 7:12pm. The motion was seconded by Tim Reynolds – **APPROVED**.

Motion by Rick Trombley to exit deliberative session @ 7:45pm. The motion was seconded by Woody Rouse – **APPROVED**.

VII. ADJOURNMENT

Motion by Tim Reynolds to adjourn the meeting @ 7:45pm. The motion was seconded by Woody Rouse – **APPROVED**.

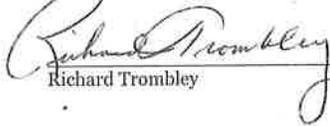
Minutes respectfully submitted by:


Wendi Dusablon

Town Clerk &
Public Meetings Clerk

10-10-19
Date

Minutes approved by:


Richard Trombley

DRB, Chair

10.10.19
Date