

TOWN OF HIGHGATE

Development Review Board

February 8, 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 at 6:00pm.

Present at this meeting:

DRB members: Richard Trombley, Chair; Tim Reynolds, Vice-Chair; Scott Martin; Woodbury Rouse, Jr; Julie Rice

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

Public / Other: Larry Hetrick; Thomas Fiske; Steve Colley; Carolton Jr. (Joe) & Nancy Bertrand; Jason Ploof & Beth; Ty Choiniere

II. PUBLIC HEARINGS

Greenway, LLC

3 Lot Subdivision – Sketch Plan Review

3795 Rollo Road

Forest Reserve District

Thomas Fiske and Larry Hetrick were present for this hearing and Rick swore them both in. They purchased the former Quilliam farm a few years ago with intentions to split out some lots and build their retirement homes. A waste water permit has been submitted to the state. David Quilliam had previously subdivided the property, forming lots 3, 4 and 5. There were questions and concerns regarding the slopes and the potential for drainage issues. At the steepest slope, it is about 22% along the road towards the middle. Where the proposed homes are, the land flattens right out. The driveways will take some engineering work and money to get them where they need to be. The area does not have any ledge, just gravel. There are trees in the area that stand up good and straight, whereas the area with ledge is up much higher. There are no plans to build in the area with the steepest grade. Tim expressed concern for washouts, noting that the water has to have somewhere to go. The board reviewed the plans in detail with the applicants. Heidi Britch-Valenta was present to support our new Zoning Administrator, Laura Barney. Heidi noted that on page 71 of our bylaws it does have some clarification with regard to design standards. Tim would prefer to see something from the engineer with regard to the proposed driveways going up in there. There also needs to be further discussion and clarification on drainage. Tom has discussed this with the engineers. They have talked about ditching and crowning with regard to runoff. There are currently no signs of erosion in the area. The driveway to lot #7 is approximately 600' and the other is much shorter, about 70'-100', proposed. Tom pointed out the well and septic locations on the plans, as well as isolation shields. Lot #1 will remain undeveloped for hunting and sugaring. Scott asked about vegetation on site. There are raspberries, white pine trees, maple trees, lots of apple trees, and lots of deer! The board discussed a site visit, but that won't be possible for a while with all the snow. Tom said the request to see more design work on the driveways is a reasonable request, and they were planning on it anyway. Rick read through the requirements from the development regulations with regard to sketch plan review. Rick asked about conditional uses, due to the grade being above 20% in some spots. Any development in that area that has special qualities should be protected, such as the steep slope. The DRB will want to make sure there is not a lot of erosion going into the streams, Heidi noted page 43 of the regulations. The board has the ability to ask for more background. The request for more engineering protects the land and the landowner also. The driveway width they are considering is 15'. On the longer driveway, a pull off is being installed in case two cars meet. Ty Choiniere was present and was also sworn in. He pointed out that where the driveways meet Rollo Road, the water actually has the potential to cross Rollo Road a second time. It was noted that any future site

visits should also include the Public Works Director. Tim added that any culverts will have to meet minimum standards. Tom is familiar with the standards. He will spend extra to ensure the area is as untouched as possible. If Tom and Larry get the engineering information to the town by the next deadline, they can be put back on the agenda for March. A letter will also be sent to the applicants regarding what the town would like to see before moving forward. This will be continued at sketch plan review.

***Bertrand, Carlton Jr. & Nancy
Boundary Line Adjustment and
2 Lot Subdivision – Sketch Plan Review
676 Partlow Road
Forest Reserve District***

Carlton Jr. (Joe) and Nancy Bertrand were both present and sworn in by Rick Trombley. The waste water permit they submitted is correct, but the permit review sheet lists it as commercial. Joe will look into that. With regard to the BLA, it is not creating any new lots or non-conforming lots and will not impede access to any other parcel. This BLA will result in the lot going from 11.79 acres down to 4.62 acres. Rick read through the requirements from the development regulations with regard to a BLA. There were no further questions for the Bertrand's and the board will further discuss this in deliberative session. With regard to the 2 lot subdivision, this will create a new lot (#3) which will be 1.46 acres. Mr. & Mrs. Bertrand plan to allow their son to use the right of way for his driveway access. It will be a shared driveway with access from Partlow Road and their son will have deeded rights to use it. Mr. Bertrand pointed out that he acquired the entire property in three separate deeds. Tim would like to see it indicated on the mylar that they have granted deeded rights to their son specifically. Tim would also like to see the width of the easement indicated on the plans. Rick read through the requirements from the development regulations with regard to sketch plan review. There were no further questions from the board or the applicants. Motion by Rick Trombley to close this hearing. The motion was seconded by Tim Reynolds – **APPROVED.** A decision letter will be sent in the mail with regard to the BLA. They will have to come back before the board for a final plan review on the minor subdivision application.

III. APPROVAL OF MINUTES

Motion by Rick Trombley to approve the minutes from December 14, 2017, with one correction. The motion was seconded by Woody Rouse – **APPROVED.**

IV. OTHER BUSINESS & UPDATES

- Plroof mylar – Jason Plroof and his girlfriend, Beth, were present. A boundary line adjustment was previously done and on the final mylar one tiny line was omitted. So the mylar on file with the town is incorrect and was discovered during a title search of the property. He has spent the money and time to have it resurveyed, as Mr. Brooks is not around this area anymore. This is an administrative amendment to correct the line to what was actually approved. Steve Brooks did three corrected revisions of the plans, the final version was not the one that got recorded in the vault. The attorney based the deed on the third revision which did not match our records here. Jason hired Button Surveying to do the work this time. The acreage remains the same, but the coordinates will now be correct. Once the DRB agrees to the changes, a new mylar will be submitted for recording. Once recorded, Jason and Beth have to wait 16 days and hire a new title search to be done. Motion by Tim Reynolds to accept the information on this draft for the final mylar for Jason Plroof. The motion was seconded by Woody Rouse – **APPROVED.**
- Steve Colley was present just to observe the process. He will be submitting a subdivision application very soon for his property in Highgate Springs.
- The Municipal Open House will be Tuesday, February 20th from 5-7pm. This is an opportunity for residents to ask questions and hear about different projects in town prior to Town Meeting Day. If the DRB wants to participate and set up a table that would be great! There will be other town departments and committees set up as well.
- There is information in the drop box regarding Town Officer education trainings held in the month of March.
- Heidi gave an update on some zoning violations and grants in progress.

V. **UPCOMING EVENTS**

February 15	7pm	Pre Town Meeting Info Session & Selectboard Mtg.
February 16		Town Offices closing at NOON
February 19		Town Offices are CLOSED
February 20	5-7pm	Municipal Open House
March 6	10am	Town Meeting @ Highgate Elem. Polls open 7am-7pm.

VI. **DELIBERATIVE SESSION**

Motion by Rick Trombley to enter into deliberative session with the Town Administrator and the Zoning Administrator @ 7:13pm. The motion was seconded by Julie Rice – **APPROVED**. Motion by Julie Rice to exit deliberative session @ 7:52pm. The motion was seconded by Scott Martin – **APPROVED**.

VII. **ADJOURNMENT**

Motion by Woody Rouse to adjourn the meeting @ 7:53pm. The motion was seconded by Tim Reynolds – **APPROVED**.

Minutes respectfully submitted by:

Wendi Dusablon, Town Clerk & Public Meetings Clerk 3/8/18 Date

Minutes approved by:

Richard Trombley, DRB, Chair 3/8/18 Date