

TOWN OF HIGHGATE

Development Review Board

April 11, 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 @ 6:01pm, 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; Scott Martin; Michael Kravetz

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

Public / Other: Thornton Machia; Russell Stanley; Adam Locke; Stephen Tetreault; Sharon Bousquet

Rick Trombley thanked Julie Rice for her time with the DRB. Rick also welcomed Michael Kravetz, new DRB member, and Samantha Derosia, new Zoning Administrator. The agenda was modified, moving forward with the public hearings first.

II. PUBLIC HEARINGS

- **Machia, Thornton**
Boundary Line Adjustment
2567 Machia Road
Medium Density Residential District

Thornton Machia was present and was sworn in. He is working with Button Surveying and they had emailed in the maps, which we were able to print on 11 x 17. The proposed BLA involves conveying 13.3 acres to Machia Brothers Dairy LLC and reducing Thornton Machia's lot down to 11.44 acres. There was a larger map provided by the surveyor but that was before changes were made. Thornton explained the property, stating there are no wetlands and it is all meadow land to be conveyed. It was clarified that the lot is currently 24.74 acres and will be reduced to 11.44 acres. There is an easement for Swanton Village that comes off Machia Road. There is no proposed development associated with this proposal. Rick read through the criteria for a boundary line adjustment from the development regulations. Relative planning and zoning information is missing. Tim would also like the Swanton Village document for the right of way added to the file. These items will be included in the decision letter for Thornton Machia. Thornton believes he may also have a map that shows the easement for Swanton Village. The board would like him to also share that map with his engineer. Motion by Rick Trombley to close this hearing. The motion was seconded by Woody Rouse – **APPROVED**.

- **Locke, Adam & Nannette**
4-Lot Subdivision – Preliminary Plan Review
1158 Lamkin Street
Medium Density Residential District

Adam Locke and Russell Stanley were present previously and still under oath, Stephen Tetreault (TDH) was sworn in. Stephen noted that they revised the plans accordingly based on the comments and letter sent after the last meeting. The confirmation of the right of way width was on the plans already, so that is taken care of. The cul-de-sac has been placed near lot #3. Mr. Locke is proposing four lots, but not proposing to develop them all at once. Right now the road is proposed as a 20' gravel drive at B71 standards. The intent is to develop lot #2 and generate income from that before moving on to any further development. The board clarified that the bylaws do not allow hammerheads and they had questions about when the entire road would be built. At three lots the road would need to be blacktopped. Stephen will change the drive to 24'. There are no contour lines on the map at this time, as it clutters up the drawings. Stephen will prepare a plan profile of the road. There was discussion on a road agreement for the lots, as well as an association. Mr. Locke's attorney will

put these documents together when they are needed. It was noted that the town would never take over a road that does not have some kind of agreement. Even if Mr. Locke owns the road, an agreement should be in place for owners of the lots to enter and exit their properties. Mr. Locke has submitted a proposed road name form "James Locke Way". Stephen noted that on the rear portion of the other lot Mr. Locke owns (relative to the previous hearing also), Swanton Village has an easement on that back lot as well and there is a blurb in the deed with regard to that. There is a swale / stream mapped on the rear of lot #4 which would be addressed when Mr. Locke wants to go further. The property is sandy and they have done lots of test pits. The septic systems will be conventional in the ground. There were questions about the replacement septic area on Lot #1. Once they go to waste water they will show that, which will be located by the shed, which is up by the existing house. This will be shown on the final plat. They are still in the preliminary stages with waste water. Designs are up and running, but nothing has been submitted to the state. Starting tomorrow, the rules change with the state. Lot #1 has its own driveway. There are actually two curb cuts for that house, currently. Stephen had questions about if it is the number of lots, buildings or units that triggers the blacktop. When the third lot gets developed it needs to be paved. As far as the cul-de-sac location, it was asked if it could be pulled back and moved when the third lot is developed. Stephen said this will not mess up the building envelopes. Rick read through the criteria from the development regulations. Contour lines are missing and will be added. Stephen also noted that if they break the threshold, they will deal with storm water. With the driveway and no development at this time it should not be an issue for now. There are no plans for a sidewalk or path. A conditional use or site plan review may be needed in the future, depending on what Mr. Locke decides to do after this subdivision process. More things will come into play at that time. Motion by Rick Trombley to move this hearing to final plan review. The motion was seconded by Tim Reynolds – **APPROVED.** A letter will be sent as a follow up to this meeting and what is required before coming back.

III. REORGANIZE THE DRB

Motion by Woody Rouse to nominate Richard Trombley as Chair of the DRB. The motion was seconded by Tim Reynolds. There were no other nominations – **APPROVED.**

Motion by Woody Rouse to nominate Tim Reynolds as Vice-Chair of the DRB. The motion was seconded by Scott Martin. There were no other nominations – **APPROVED.**

IV. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from February 14, 2019, as written. The motion was seconded by Tim Reynolds – **APPROVED.**

Motion by Woody Rouse to approve the minutes from February 19, 2019, as written. The motion was seconded by Tim Reynolds – **APPROVED.**

V. OTHER BUSINESS & UPDATES

Sharon Bousquet was present to check in and welcomed Samantha as our ZA and Michael to the DRB.

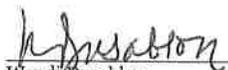
VI. DELIBERATIVE SESSION

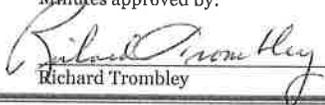
Motion by Rick Trombley to enter into deliberative session @ 7:12pm. The motion was seconded by Tim Reynolds – **APPROVED.** Motion by Rick Trombley to exit deliberative session @ 8:14pm. The motion was seconded by Scott Martin – **APPROVED**

VII. ADJOURNMENT

Motion by Tim Reynolds to adjourn the meeting @ 8:15pm. The motion was seconded by Woody Rouse – **APPROVED.**

Minutes respectfully submitted by:

 _____, Town Clerk & Public Meetings Clerk 5/9/19
Date

Minutes approved by:
 _____, DRB, Chair 5.9.19
Date