

TOWN OF HIGHGATE

Development Review Board

May 10, 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, 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; *absent – Julie Rice*

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

Public / Other: Tom Fiske; Larry Hetrick; Daniel S. Menard; Sharon Bousquet; David Dragon; Michael Gervais

II. PUBLIC HEARINGS

Menard, Daniel S.

Conditional Use – Waiver of Setback

1512 Ballard Road

Forest Reserve District

Daniel S. Menard was present and was sworn in. There was no one else present for this hearing. He is requesting a waiver of setback to build his garage 15' from the boundary, rather than the 30' regulation in our bylaws. The only abutters on all sides of him and across the road are his parents. His father actually requested the setback waiver, noting it would look better to be in line with the driveway. Daniel S. Menard had already come in for a building permit for the structure, he then came in with the request for a waiver of setback and to come before the DRB. The proposed garage will be storage for his personal vehicles. It will have nothing to do with the business, that is all at a separate location. The garage will have attic trusses and a possible storage space upstairs for tires. It was explained that a waiver is one type of conditional use that the board can approve but has the right to attach conditions to it. There were no further questions from the board. Rick read through the criteria from the development regulations. It was noted that Daniel did a very nice job filling out the application. Motion by Rick Trombley to close the hearing. The motion was seconded by Tim Reynolds – **APPROVED**. The board has 45 days to issue a written decision.

Greenway, LLC

3 Lot Subdivision – Sketch Plan Review

3795 Rollo Road

Forest Reserve District

Tom Fiske and Larry Hetrick were both present and sworn in. There was no one else present for this hearing. This was continued at sketch review at the February hearing. The board had requested additional information in order to move forward. Pat Loyer, Public Works Director, visited the site and his concerns have been addressed with regard to the driveway. The concerns were about erosion and access for emergency vehicles. New plans were shared with the board. Scott inquired how flat the intersecting point of the driveway will be. It is very flat in that area. Heidi asked about the circular area on the plans. That area indicates contour lines at the highest point. No changes are proposed for lot #1, the subdivided lots on the plans are lots #6 and #7. The deadline to submit for the June 14th hearing is Tuesday, May 29th but it may fill up faster than that, as the board only accepts four applications per meeting. There were no further questions from the board. Motion by Tim Reynolds to move this to final review. The motion was seconded by Woody Rouse – **APPROVED**.

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

David Dragon was present for this hearing and was sworn in. There was no one else present for this hearing. Mr. Dragon started this process back in 2006 and it was approved, however the final mylar was never submitted. It has to be submitted within 180 days or the decision is null and void. He recently sold the farm to Ron Machia, but he retained 24.29 acres. The plan is the same as back then. Mr. Dragon has been working with Harvey Chaffee. He is looking to separate the home that is already there onto a lot of its own. This is the home of his sister. Roy Hango has sent in certification that this property is not located in a flood plain. The two lot subdivision is the house lot (shown on the plans as lot #3, 1.73 acres) and the remaining farm lands. Rick read through the criteria from the development regulations. It was noted that there will need to be a few edits before he can come back for final review: 1) title block should include "two lot subdivision" 2) address should indicate "Machia Road" 3) planning and zoning info is missing 4) because Mr. Dragon has since sold the farm to Mr. Machia he should also sign the application and be noted on the plans. Motion by Tim Reynolds to move this to final review. The motion was seconded by Woody Rouse – **APPROVED**. Mr. Dragon intends to be ready for the June meeting. The deadline to submit for the June 14th hearing is Tuesday, May 29th but it may fill up faster than that, as the board only accepts four applications per meeting.

Campagna, Donald – Estate of
Browne, Nancy – Executrix
3 Lot Subdivision – Final Plan Review
758 Campagna Road
Agricultural District

Michael Gervais was present for this hearing and was previously sworn in. There was no one else present for this hearing. He added "Estate" to the title block and added the wetland buffers from the last meeting. The pins were set last week. Michael recapped everything discussed at the April meeting. Rick read through the criteria from the development regulations. There were no further questions from the board. Motion by Tim Reynolds to close the hearing. The motion was seconded by Woody Rouse – **APPROVED**. The board has 45 days to issue a written decision.

III. APPROVAL OF MINUTES

Motion by Rick Trombley to approve the minutes from April 12, 2018, as written. The motion was seconded by Tim Reynolds – **APPROVED**.

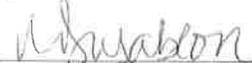
IV. DELIBERATIVE SESSION

Motion by Rick Trombley to enter into deliberative session @ 6:57pm. The motion was seconded by Tim Reynolds – **APPROVED**. Motion by Tim Reynolds to exit deliberative session @ 8:28pm. The motion was seconded by Scott Martin – **APPROVED**.

V. ADJOURNMENT

Motion by Woody Rouse to adjourn the meeting @ 8:30pm. The motion was seconded by Tim Reynolds – **APPROVED**.

Minutes respectfully submitted by:


Wendi Dusablon, Town Clerk & Public Meetings Clerk 6-14-18
Date

Minutes approved by:


Richard Trombley, DRB, Chair 6-14-18
Date