

Town of Highgate Development Review Board

September 11, 2025 @ 6:00pm
APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://uso2web.zoom.us/j/83829830928>

I. CALL TO ORDER

The meeting was called to order by Richard Trombley, Chair @ 6:00pm noting a quorum of the board was present. This meeting was a hybrid of in-person and Zoom. All participants in this meeting were in-person, unless otherwise noted.

Present at this meeting:

DRB Members: Richard Trombley, Chair; Woody Rouse Jr.; Robyn Klein

Absent – Michael Laroche and Tim Reynolds

Staff: Wendi Dusablon- Town Clerk / Public Meetings Clerk; Carolyn Towsley – Zoning Administrator

Public / Other: William & Kristina Davis; Adam Locke; Russell Stanley

II. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from August 14, 2025, as amended. The motion was seconded by Robyn Klein – **APPROVED**.

III. PUBLIC HEARINGS

Davis, William
Variance Review
4090 VT Route 78
Medium Density Residential District
File # DRB-013-25

William and Kristina Davis were present and sworn in by Rick Trombley. William approached the table to present their proposal. They would like to go approximately 5' from the side property line to add a lean-to on an existing garage and also add onto the back of the existing garage. Photos were shared of the property. The side property line goes right up to the neighbor's driveway (Farnham). Carolyn spoke about the bylaws and what they say about the degree of existing non-conformity. The expansion on the back would be all enclosed for a machine shop / welding booth. There is already electricity in the existing garage. Rick read through the criteria from the bylaws regarding a variance review, specifically noting section 3.6. There were no further questions from the board or the applicant. There was no one else present for this hearing. Rick explained how the process works and that the board has 45-days to issue a written decision and the process from there, depending on approval or denial and any conditions. Motion by Robyn Klein to close this hearing. The motion was seconded by Woody Rouse – **APPROVED**. William, Kristina, and their son exited the meeting.

Locke, Adam & Nannette / James Locke Way 2, LLC
Conditional Use Review & Site Plan Review
James Locke Way (off Lamkin Street) – Lot #2
Medium Density Residential District
File # DRB-014-25

Adam Locke and Russell Stanley were present for this hearing, as well as neighboring property owner, Wendi Dusablon. All were sworn in by Rick Trombley. Rick had questions for Adam about the way the application was filled out and some of the answers provided. Rick stated that per the bylaws the site plan review must be done first. Maps of the proposal were shared for lot #2 which is one acre. Adam stated the only traffic would be for the storage units and that this is a private dead-end road. Rick read through the site plan review criteria from the bylaws. Rick asked about the road entrance and visibility / site distance in both directions onto Lamkin Street which already has a lot of traffic. Adam believes the site distance is quite good for at least 50', noting on the left there is a telephone pole and on the right there are some hedges in front of the rental house. Adam himself does not have issues pulling in and out of there with loads of wood as he has been working back there. Woody asked about traffic volume and estimated numbers of vehicles daily, given the request is for 78 storage units back there. The access road, James Locke Way, was built to A76 standards and the roads around the units are proposed to all be 24' wide all the way around. Landscaping and screening was discussed and the compatibility of this proposal to the area, which is highly residential and growing. The only neighbor that may remotely see the proposal would be only certain parts of the year and it would be the back side of that row of units for the neighbor on Muskrat Run (Bourbeau). There is still quite a lot of distance and trees in between. All potentially affected neighbors were noticed on this meeting. Only Wendi is here, and we didn't have any calls or inquiries either. Adam would like 24/7 access for his customers to the storage units. There will be a gate and a keypad for access so he will know who is coming and going and when. It will also be totally fenced in with 8' fencing and barbed wire at the top. This project will not be visible from the road, aside from any signage up at Lamkin Street. There will be cameras on all the buildings and lighting on the corners, fronts and backs, except for the one side discussed earlier that will back up closest to Muskrat Run. Rick continued to read from the bylaws and spoke about an independent technical review that can be requested as well as a performance bond that can be required. To sign up for the storage units, it will all be done electronically, payment electronically, getting your code electronically, and renters will supply their own locks. The group then moved on to the conditional use review. Rick read through the criteria from the bylaws for a conditional use review. Adam would like to start right away with construction in the spring of 2026. Robyn asked why he changed the course from multi-unit housing to storage units. There is a need and costs played a big factor, so things changed. Rick and Woody had questions about the specs of the road that was put in, which Adam answered. Wendi Dusablon lives across the road. Many of her questions were already answered through this discussion. She is not opposed to what Adam wants to do. Storage units are quieter than people ☺. She does not want to see this become a destination for people to hang out and not been seen. Adam believes the gate and the codes will eliminate that behavior. Wendi asked about signage and also about Adam's future plans for lot#1 and lot #3. Lot #1 currently has a rental property on it which recently became vacant. Adam plans to do some work there and sell it. Lot #3 will likely become more storage in the future. The storage units will be metal. Paving was brought up and Adam believes many storage unit facilities in our county have gravel roads not paved. There were no further questions from the board, the applicant(s) or Wendi. Motion by Robyn Klein to close both hearings – site plan review & conditional use review. The motion was seconded by Woody Rouse – **APPROVED**. Adam is familiar with the process from here and will receive a written decision letter within 45-days.

Locke, Adam & Nannette / James Locke Way 2, LLC
Waiver of Setback
James Locke Way (off Lamkin Street) – Lot #2
Medium Density Residential District
File # DRB-015-25

Adam, Russell, and Wendi were reminded they were still sworn in from the previous hearings. The board now moved on to review a waiver of setback for the side that backs up and is the closest to Muskrat Run. To maximize the lot they need to request a waiver of setback from 30' (required) down to 18'. Rick read through the requirements from the bylaws for a waiver of setback. It was clarified that there will be no outside storage, only inside storage / mini-storage that fits in the units. The property line with the request for the waiver of setback will have the units facing away from Muskrat Run and the Bourbeau home. Only the back of that row will face them and there is still quite a distance as well as trees in-between, Robyn measured maybe as much as 150'. It was also clarified that there will be 78 storage units total: 28 units of 10'x20' and 50 units of 10'x10'. Wendi asked, out of curiosity, what storage units rent out for, which Adam explained. Eventually he hopes to propose the same project for lot #3, as discussed under the other review. Adam noted that all storage units in the county are full and there are wait lists. There was nothing further. Motion by Robyn Klein to close this hearing. The motion was seconded by Woody Rouse – **APPROVED**. Adam is familiar with the process from here and will receive a written decision letter within 45-days. Adam and Russell exited the meeting.

IV. OTHER BUSINESS & UPDATES

Carolyn provided some zoning updates and info on enforcement as well as a heads up for the October DRB meeting, which will also likely be full. Busy, Busy, Busy!

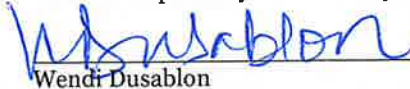
V. DELIBERATIVE SESSION

Motion by Rick Trombley to enter into deliberative session @ 6:58pm. The motion was seconded by Robyn Klein – **APPROVED**. Wendi exited the meeting @ 6:58pm. Motion by Robyn Klein to exit deliberative session @ 7:26pm. The motion was seconded by Woody Rouse – **APPROVED**.

VI. ADJOURNMENT

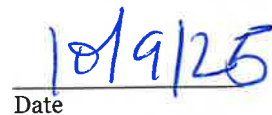
Motion by Robyn Klein to adjourn the meeting @ 7:26pm. The motion was seconded by Woody Rouse – **APPROVED**.

Minutes respectfully submitted by:



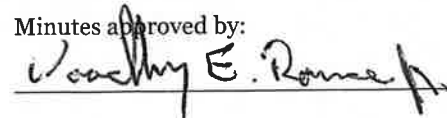
Wendi Dusablon

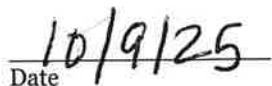
Town Clerk &
Public Meetings Clerk



Date

Minutes approved by:





Date

