

Town of Highgate Development Review Board

November 13, 2025 @ 6:00pm
APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://us02web.zoom.us/j/82294829754>

I. CALL TO ORDER

The meeting was called to order by Richard Trombley, Chair, @ 6:02pm, 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 (via Zoom)

Absent – Michael Laroche

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

Public / Other: Cristian Jablonski, Barnard & Gervais

II. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from October 9, 2025, as written. The motion was seconded by Robyn Klein – **APPROVED**.

Rick would like to vote for a new vice-chair when all board members are present, we will try to do this in December.

III. PUBLIC HEARINGS

Chaplin, Emma M. – Revocable Trust
2-Lot Subdivision – sketch plan review
233 Luke Street
Village District
File # DRB-019-25

Cristian Jablonski was present from Barnard & Gervais and was sworn in by Rick Trombley. He had new maps to share with a few edits and notes added. This is a 2-lot subdivision proposal with an existing residence on lot #1 and lot #2 with a proposed new residence. Lot #1 is proposed to be .90 acres and lot #2 is proposed to be 1.85 acres. The wastewater permit is pending at the state level. There is a 50' right of way over lot #1 to serve lot #2. The intent is for a family member (Megan) to build in the back. There were some names of abutting property owners that needed to be updated, which were pointed out by Woody. Robyn asked about lot sizes and conformity. Cristian referred to notes on the mylar. Cristian will relay the name changes (Beyor to Stewart and Ely to Martin) to the survey team to get those corrected. There was discussion on the width of the driveway and existing power poles. Rick read through the criteria for a sketch plan review from the bylaws. It was noted that building envelopes are missing from the plans. Those can be added with the name changes. Motion by Rick Trombley to move this to final plan review tonight at this meeting. The motion was seconded by Woody Rouse – **APPROVED**. Rick read through the criteria for a final plan review from the bylaws. There were no further questions. Motion by Rick Trombley to close the hearing. The motion was seconded by Woody Rouse – **APPROVED**. The board has 45-days to issue a written decision. Cristian is familiar with the process from here.

IV. OTHER BUSINESS & UPDATES

- Carolyn shared some brief zoning updates and information on upcoming hearings.
- Woody came in earlier today and signed the three decision letters from last month.

V. DELIBERATIVE SESSION

Motion by Rick Trombley to enter into deliberative session @ 6:22pm. The motion was seconded by Woody Rouse – **APPROVED**. Motion by Woody Rouse to exit deliberative session @ 6:32pm. The motion was seconded by Rick Trombley – **APPROVED**.

VI. ADJOURNMENT

Motion by Rick Trombley to adjourn the meeting @ 6:32pm. The motion was seconded by Woody Rouse – **APPROVED**.

Minutes respectfully submitted by:



Wendi Dusablon

Town Clerk &
Public Meetings Clerk

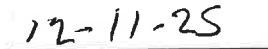


Date

Minutes approved by:



Woody E. Rouse



Date