

Town of Highgate Development Review Board

October 9, 2025 @ 6:00pm
APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://us02web.zoom.us/j/84725351446>

I. CALL TO ORDER

The meeting was called to order by Woody Rouse, Jr. @ 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: Woody Rouse Jr.; Robyn Klein; Michael Laroche

Absent – Richard Trombley - Chair

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

Public / Other: James Harrison; Cristian Jablonski; Carol Berthiaume; Todd Lamos; Richard Conley; Peter Garceau; Bryan Kantor (Zoom); Windy Minor (Zoom); Bill Mercier (Zoom)

Today, 10/9/25, Tim Reynolds submitted his letter of resignation for his seat on the DRB. Tim has served on the Zoning Board of Adjustment (ZBA) and then Development Review Board (DRB) since 2002! We thank Tim for his 23+ years of service to the Town of Highgate and to our residents. We will miss him and his attention to detail and wish him well. Thank you, Tim!

II. APPROVAL OF MINUTES

Motion by Robyn Klein to approve the minutes from September 11, 2025, as written. The motion was seconded by Michael Laroche – **APPROVED**.

III. PUBLIC HEARINGS

Kantor, Bryan & Brenda
Conditional Use – Seasonal Conversion
698 Country Club Road
Shoreline District
File # DRB-018-25

Bryan Kantor participated via Zoom and was sworn in by Woody Rouse. No one else was present for this hearing. His intentions are to convert the property to year-round use. He is retired and looking for full-time use. He was not sure if the property had ever been used year-round or just seasonally prior. There were questions about the wastewater permit and if that had been pursued with the State of VT. That can be a condition of approval in the decision letter. Bryan does not anticipate any physical changes to the property other than the year round conversion and any changes required from the State on permitting. Bryan has stayed at the property in the dead of the winter. It is heated but not winterized. There is a mix of full-time and seasonal dwellings on that road presently, he would guess about 50/50. The property has it's own well. Mike Laroche read through the criteria from the bylaws for a Conditional Use – Seasonal Conversion. There were no further questions. Motion by Robyn Klein ***to close this hearing***. The motion was seconded by Mike Laroche – **APPROVED**. It was explained to Mr. Kantor that the DRB has 45-days to issue a written decision and steps to take from there depending on the outcome.

Pelican, Faye – Life Estate and Berthiaume, Carol
Boundary Line Adjustment
2744 Carter Hill Road and 201 Fortin Road
Village District
File # DRB-016-25

Todd Lamos, Cristian Jablonski, and Carol Berthiaume were sworn in for this hearing by Woody Rouse. There were others present both in person and on Zoom that were only there to listen and were not sworn in. Cristian (from Barnard & Gervais) gave a summary that they were here in June for a subdivision and could not come back until 1) the building was moved or 2) do a boundary line adjustment. The neighboring property owner, Carol Berthiaume, was kind enough to come to an agreement with the landowner on a BLA so the existing home does not need to be moved, and hopefully, they will now be able to continue with the subdivision process also. Cristian went over the plans for the BLA, which do not include any other changes other than the BLA with Ms. Berthiaume. Notes were added about the cul-de-sac and an update for Olds Drive width standards. Lot #1 is proposed as 1.21 acres with an existing residence. Lot #2 is proposed as 1.18 acres with an existing residence. Lot #3 is proposed as 2.38 acres with the BLA and has an existing residence. Lot #4 is proposed as 1.44 acres with an existing residence. Cristian provided information on the spring that serves lot #2 and the back up area designated for lots #1 and #3. They have been holding off on submitting the wastewater permit until they know if the DRB finds this favorable. Robyn had questions about the cul-de-sac. Mike asked about the other structures on lot #3 that were also encroaching. Those have all been removed with the exception of some kids toys and horse manure by the line. For Ms. Berthiaume's property it is a simple BLA exemption form that needs to be filed. Ms. Berthiaume approached the table and stated for the record that she is agreeable to this BLA being presented tonight. Legal documents are in the works for the Pelican estate to purchase the extra acreage from Ms. Berthiaume. Cristian asked about the subdivision and if that will be finalized tonight. They are separate hearings, and we will work on that one next. Robyn read through the criteria from the bylaws regarding a boundary line adjustment. Motion by Robyn Klein **to close this hearing**. The motion was seconded by Mike Laroche – **APPROVED**. The board has 45-days to issue a written decision. Cristian is familiar with the process from here.

***Pelican, Faye – Life Estate
4-Lot Subdivision – sketch plan review (continued from 6/12/25)
2744 Carter Hill Road
Village District
File # DRB-008-25***

This was continued at sketch plan review back in June due to the encroachment issue on the neighbor's property. That issue has been addressed with the BLA hearing previous to this one. Todd Lamos and Cristian Jablonski were previously sworn in for that BLA hearing and reminded they are still under oath. Robin reviewed the criteria from the bylaws for a subdivision sketch plan review. Everything was covered as part of the BLA hearing. Motion by Robyn Klein **to close the sketch review and move to preliminary review tonight**. The motion was seconded by Mike Laroche – **APPROVED**. There were no questions from those present in-person, or from Bill and Windy on Zoom. Carolyn noted that a building permit was received and processed for an unpermitted barn on Lot #4. Carolyn asked if there was a road maintenance agreement in the works. Todd noted that there will be when they convey or gift the lots to the owners of the dwellings on each lot. This will all be handled by the attorneys. Todd confirmed that the documents have been drafted for sale or gift, and the details will be included in the deeds. Robyn read through the criteria from the bylaws for a subdivision preliminary plan review. There were questions about the road being updated to town standards, which Cristian confirmed. Motion by Robyn Klein **to close the preliminary review and move to final plan review tonight**. The motion was seconded by Mike Laroche – **APPROVED**. Robyn read through the criteria from the bylaws for a subdivision final plan review. Motion by Robyn Klein **to close this hearing**. The motion was seconded by Mike Laroche – **APPROVED**. The board has 45-days to issue a written decision. Cristian is familiar with the process from here.

***Airport Sand & Fill, LLC
8-Lot Subdivision – sketch plan review
358 Airport Road
Industrial / Commercial District
DRB-017-25***

James Harrison and Peter Garceau (Cross Consulting) were present and sworn in by Woody Rouse. They were here several years back for sketch plan review for 8 lots. It was put on hold due to conversations with the State of VT that did not materialize, so they are back to the original

plan. Storm water and ACT250 permits are submitted. This is a permitted sand pit operation and rare plants were found on site. They are working with ANR to mitigate and transplant these to a protected area. The plans presented at this meeting are final design plans and can be amended as needed or necessary. The biggest difference from the plans from a few years ago is the original plan had a loop road around the whole thing. These plans do not. They have an easement from the State of VT for the existing road, and they are not proposing to modify that. Lots will be to the north of the road. As each lot is developed, they will be back before the town for site plan approval. The septic design for the industrial park will be a gravity sewer with a pump system to connect to the wastewater system that was just finalized to service the airport region. An agreement will be needed with Swanton Village. And an easement over State property to connect to the sewer will also be needed. An approval letter from the town could be contingent on all of these things. This is a great location and there was discussion on the types of businesses that could possibly move in here, UPS and Amazon as examples. For the purposes of this review they are here only for the subdivision of the lots. Carolyn had questions about the access road and any further approvals from the State for other uses, seeing as that is a private road. No further approvals are needed, per the applicants. The lots are proposed as follows: Lot #1 @ 4.13 acres; Lot #2 @ 3 acres; Lot #3 @ 2.87 acres; Lot #4 @ 3.3 acres; Lot #5 @ 3.39 acres; Lot #6 @ 3.09 acres; Lot #7 @ 3.98 acres; Lot #8 @ 5.04 acres. Robyn read through the criteria from the bylaws for a subdivision sketch plan review. Robyn asked about road easements and if those will show on the final plat. Peter Garceau noted that if sketch plan is approved they will be back with finalized paperwork. Motion by Robyn Klein **to close the sketch plan review and move this to the next level of review (preliminary)**. The motion was seconded by Mike Laroche – **APPROVED**. A follow-up letter will be sent by Carolyn with what the board wants to see before scheduling the next review.

IV. OTHER BUSINESS & UPDATES

- Carolyn provided a few brief zoning updates.
- There were three decision letters for review and signature.
- The newest bylaw edit with the mapping change is finalized and became effective today. Carolyn had printed a new bylaw document cover sheet and map for each board member to update their packets.

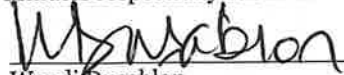
V. DELIBERATIVE SESSION

Motion by Woody Rouse to exit the regular DRB meeting and enter into deliberative session @ 6:44pm. The motion was seconded by Robyn Klein – **APPROVED**. Motion by Robyn Klein to exit deliberative session @ 7:02pm. The motion was seconded by Mike Laroche – **APPROVED**.

VI. ADJOURNMENT

Motion by Robyn Klein to adjourn the meeting @ 7:02pm. The motion was seconded by Mike Laroche – **APPROVED**.

Minutes respectfully submitted by:


Wendi Dusablon

Town Clerk &
Public Meetings Clerk

11-13-25
Date

Minutes approved by:



11-13-25
Date