

Town of Highgate Development Review Board

April 10, 2025 @ 6:00pm
APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://us02web.zoom.us/j/82831326076>

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; Tim Reynolds, Vice Chair; Woody Rouse; Michael Laroche *absent – Robyn Klein*

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

Public / Other: Peter Mazurak; Clarence Miller; HD Campbell; Brandy LaBarron; Tammy Ruhl; Paula Whitehead; Kevin McWilliams; Sam Gervais; Joyce Lafar; Cindy Reid (Zoom); Mark Whitehead (Zoom)

II. **APPROVAL OF MINUTES**

Motion by Woody Rouse to approve the minutes from March 13, 2025, as written. The motion was seconded by Tim Reynolds – **APPROVED.**

III. **PUBLIC HEARINGS**

***Town of Highgate
Boundary Line Adjustment***

14 St. Armand Road / Route 78 / Gore Road (Village Core Property)

Town Center District

File # DRB-006-25

Cindy Reid from Cathedral Square was present via Zoom and was sworn in by Rick Trombley. The property was surveyed for the Village Core Master Plan and now boundary lines need to be adjusted to accommodate the project. There are three parcels there and the changes proposed are as follows: Lot #1 from 0.93 acres to 0.76 acres; Lot #2 from 0.53 acres to 1.02 acres; Lot #3 from 0.73 acres to 0.41 acres. The boundary lines themselves did not generate a lot of questions or concerns, much of the conversation centered around the easements within the lots and the width of them. Cindy explained that an engineer proposed the 50' right of way that then becomes a driveway down to 20' and that this was all run by the zoning administrator as well. The entrance off from St. Armand Road and exit off Gore Road also generated a lot of conversation / questions / concerns. Lot #1 is on the St. Armand end, Lot #2 is in the center, and Lot #3 is to the east connecting to Gore Road. Larger maps were shared. Tim would like to see a 50' right of way all the way through the lots, not down to 20' as proposed. Carolyn shared an eventual site plan map. A site plan review will be part of the overall process as this moves along. Tonight is just about the boundary lines, which does involve the right of ways and easements, as explained by Carolyn. Additional curb cuts were mentioned and if they are necessary or if they would add to congestion at both ends of the project. This BLA is necessary to make Lot #2 large

enough for the Cathedral Square project. A traffic study was discussed. Easements are part of the BLA process so technically they could get widened if the board saw fit to accommodate for current and future uses. This BLA is their first step, and they can't move forward without it. There were no further questions from the board or anyone else present. Motion by Tim Reynolds to continue this hearing. The motion was seconded by Rick Trombley – **APPROVED**. A follow-up letter will be sent by Carolyn after further discussion in deliberative session.

***Cassidy, Phyllis – Estate of / Cassidy, Phyllis – Family Trust
Cassidy Meadows
Major Subdivision – Planned Unit Development (PUD) – sketch plan review
Gore Road
Town Center District
File # DRB-007-25***

Several people were present for this hearing (as listed at the beginning of these minutes) and all were sworn in by Rick Trombley. Peter Mazurak from Apex Engineering came to the table and explained the overall project. They are here tonight to revise a previously approved PUD along Gore Road, diagonally across from the Highgate Arena in a vacant field. The previous approval back in 2008 had multi family units, single family units, and duplexes, it also had a 55+ age requirement. They are proposing to reduce the number of lots and have each be on their own lot. Most will be single family homes with a few duplex units. The general layout is the same as the previous plan with one access road coming off Gore Road and three separate cul-de-sacs within the development. The wetlands area has been updated in the back, the wetland area along Gore Road is the same. The rear side of the proposal was scaled back slightly away from the wetland area. There is also an archeological sensitive area along the back. The wastewater system area is in the same area as the previous approval. There will be the same overall amount of wastewater but with less units. They also want to remove the 55+ age restriction from the prior approval. This project is proposed to be 24 units and the access road in was shifted slightly to clear the wetland area. They will be going to the State for all the needed permits, to include wetlands, stormwater and ACT250, and all others. He has already connected with them and no issues are anticipated. There is a potential buyer for the property so they would like to move this along ASAP. Tim asked for clarification that this was already pre-approved years ago with more lots, so this is basically a downsize of that project – yes. There is one well drilled on the property already at 30 gallons per minute. This will be used, in addition to other new wells, all shown on the plans. The current well is robust enough to serve all the properties but the Cassidy family are not building the project, so they are not able to obtain approval for a community water system. They would also need to prove the managerial aspect of a community water system, which the Cassidy family can't do. Once the new owner is official, they could choose to move towards a community water system. Rick asked about open space needed for a PUD. Lot #1 is all around the property and will remain as open space. The small common space by the entrance was discussed. Rick read from the bylaws about open space requirements. If the board doesn't like that small area by the entrance, it could be added to Lot #10. There was discussion and questions on the wastewater area and options for that. Zoning for this district could be done without the common land based on lot size changes recently implemented. Common land isn't necessary here but is a bonus for the lots, and the lot owners. The average home size will be around 2,000 square feet, possibly smaller on the duplex units. Mike referred to the bylaws page 74, chapter C with regard to the wastewater discussion. There were no questions from the audience. Peter asked how many more meetings this may take, and when the meetings might be, they would like to get this project going ASAP. The next review would be a preliminary review, and it is possible that this could be moved to a final

review at the same meeting if all the requirements have been met, but we don't know yet. Rick read through the requirements from the bylaws with regard to sketch plan review. Building envelopes need to be added. Peter will bring a boundary survey next time also. There is a proposed sidewalk within the development that was discussed and was part of the 2008 approval. Utilities are proposed to be underground, and Peter will add that info also. Lighting as part of ACT250 was discussed. More lighting and signage discussion will take place at a future meeting(s). Cul-de-sacs will all be the same size. Paving was brought up and a phased approach was discussed, depending on where they start to build in the development, as well as base-coat and top-coat. Carolyn asked about the proposed time frame for construction. It is possible that ACT250 could hold things up. They would like to start this year. There was nothing further from the board, the applicants, or the public. Motion by Rick Trombley to close the sketch plan review and move this to preliminary plan review. The motion was seconded by Tim Reynolds – **APPROVED**. A follow-up letter will be sent by Carolyn following further discussion in deliberative session.

IV. OTHER BUSINESS & UPDATES

- Two decision letters were signed from the last meeting.
- Carolyn provided some updates and has sent out a few letters regarding salvage yard issues.

V. DELIBERATIVE SESSION

Motion by Rick Trombley to enter into deliberative session @ 7:06pm. The motion was seconded by Tim Reynolds – **APPROVED**. Motion by Tim Reynolds to exit deliberative session @ 8:19pm. The motion was seconded by Woody Rouse – **APPROVED**.

VI. ADJOURNMENT

Motion by Tim Reynolds to adjourn the meeting @ 8:19pm. The motion was seconded by Woody Rouse – **APPROVED**.

Minutes respectfully submitted by:

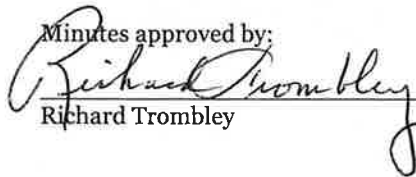

Wendi Dusablon

Town Clerk &
Public Meetings Clerk

Date

6/12/25

Minutes approved by:


Richard Trombley

DRB Chair

Date

6.12.25