

Town of Highgate Development Review Board

January 9, 2025 @ 6:00pm

APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://us02web.zoom.us/j/87506540202>

I. **CALL TO ORDER**

The meeting was called to order by Richard Trombley, Chair @ 5:59pm 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; Robyn Klein;
Michael Kravetz *absent – Tim Reynolds, Vice Chair*

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

Public / Other: Matt Cabana; Cassie Dean; Kaleb Hardy

II. **APPROVAL OF MINUTES**

Motion by Woody Rouse to approve the minutes from December 12, 2024, as written. The motion was seconded by Michael Kravetz – **APPROVED**.

III. **PUBLIC HEARINGS**

Hardy's Auto & Diesel, LLC – applicant
Lapointe Family Trust / Lapointe, Louise – owner
Conditional Use Review & Site Plan Review
416 Brosseau Road
Village District
File # DRB-001-25

Kaleb Hardy and Cassie Dean were both present in person for this hearing and sworn in by Rick Trombley. This property is currently zoned as residential and they would like to have it used as a commercial space to operate their business there. This currently has a permit on the property as a home industry, which is no longer valid, because Kaleb and Cassie do not live on the premises. They are currently renting the shop space and will be purchasing the entire property once all the inspections go through. Mrs. Lapointe still lives there currently but in the spring she will likely be relocating out west. Their business is much the same as what Chad Lapointe previously did there. The home will probably be rented out once the sale is complete, so it will be a mixed-use property residential / commercial, but Kaleb and Cassie do not plan to live on site. Michael asked about other changes planned for the property, such as hours of operation. The most recent permit was discussed and what Mr. Hardy would like to see for hours there, as well as days of the week, and the number of cars on site. Hours discussed were similar to what was approved for Lapointe and no operation on Sundays. Currently there are maybe 5-6 cars parked there, which are their personal vehicles or those being worked on. They do not plan to store cars there or use cars for parts. Everything outside will be mobile and moveable. The previous issues at the site were discussed, such as too many cars parked too close to the main road. There may be exceptions, but Kaleb sees mostly 8am – 5pm for hours of

operation, there may be times that a vehicle is delivered for service outside of these hours, but it would be rare. Rick asked about White Tail Drive and the hedge line and fence there. Kaleb and Cassie are the only employees of the business. They stated the facility is very nice and they are happy to be there. Kaleb has been in this business for many years, and this is his first opportunity to run his own shop. Signage for the business was discussed. There is a frame already there from the previous business which they plan to use, and they may shine light on it. Michael asked how soon they will be working there. They are currently already there. The phase one inspection failed so they are waiting on the phase two inspection, and then a timeline to close on the property, which could be in the spring. The closing keeps getting pushed back so they are currently leasing the space from Mrs. Lapointe. The lender is requiring these phase inspections as part of the closing process. Mr. Hardy will need a zoning permit for any signage that is place there. There were no further questions from the board or the applicants. Rick Trombley read through the criteria from the zoning bylaws for a site plan review and then for a conditional use review. Motion by Woody Rouse to close both hearings. The motion was seconded by Robyn Klein – **APPROVED**. It was explained to the applicants that the board has 45-days to issue a written decision, but it should not take that long. If approved, they can connect with Carolyn for the next steps, or if they don't agree they can appeal through environmental court, a process Carolyn can also help them with, if needed.

IV. OTHER BUSINESS

- The COAL (Certificate of Approved Location) is due again for Ray's Salvage. The DRB has no issue with this – all looks good at that location. This will now go to the Selectboard for their signature. The renewal is for one year.
- Carolyn gave some zoning updates and submitted the write ups for the 2024 Town Report for herself and for the DRB.
- The DRB asked for an update on the Town Administrator search, which Wendi updated them on.
- Carolyn provided an update on future DRB hearings we will likely see in the coming months.

V. DELIBERATIVE SESSION

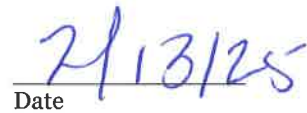
Motion by Rick Trombley to enter into deliberative session @ 6:25pm. The motion was seconded by Robyn Klein – **APPROVED**. Motion by Rick Trombley to exit deliberative session @ 6:53pm. The motion was seconded by Woody Rouse – **APPROVED**.

VI. ADJOURNMENT

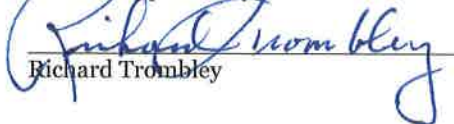
Motion by Rick Trombley to adjourn the meeting @ 6:55pm. The motion was seconded by Michael Kravetz – **APPROVED**.

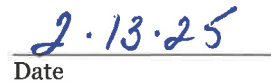
Minutes respectfully submitted by:


Wendi Dusablon, Town Clerk & Public Meetings Clerk


Date

Minutes approved by:


Richard Trombley, DRB Chair


Date