

Town of Highgate Development Review Board

March 13, 2025 @ 6:00pm
APPROVED MINUTES

NOTE: All actions taken are unanimous unless otherwise stated.

Join Zoom Meeting: <https://us02web.zoom.us/j/82250698116>

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

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

Public / Other: Dennis Nolan; Chris & Beth Ann Shepard

Rick Trombley welcomed Mike Laroche as our new DRB member.

II. APPROVAL OF MINUTES

Motion by Woody Rouse to approve the minutes from *February 13, 2025*, as written. The motion was seconded by Robyn Klein – **APPROVED**.

III. REORGANIZE THE DRB

Motion by Woody Rouse to nominate *Tim Reynolds as Vice-Chair of the DRB*. The motion was seconded by Robyn Klein. There were no other nominations – **APPROVED**. Motion by Woody Rouse to nominate *Richard Trombley as Chair of the DRB*. The motion was seconded by Robyn Klein. There were no other nominations – **APPROVED**.

IV. PUBLIC HEARINGS

Nolan Family Trust / Nolan, Dennis & Patricia
1264 St. Armand Road
2-Lot Subdivision – Sketch Plan Review (+ Final Plan Review)
Agricultural District
File # DRB-004-25

Dennis Nolan was present and sworn in by Rick Trombley. This is a proposed 2-lot subdivision setting aside 8.16 acres with his current home to separate it from the rest of the farmland. The 8.16 acres was reserved when the farm went into the VT Land Trust program. There were questions about the existing leach field system, septic and proposed easement area. A new wastewater permit has been obtained and recorded in the land records already. Copies are also in the DRB file. Dennis answered all the questions and pointed things out on the plans during the review. Rick read through the criteria from the development regulations for a sketch plan review. Motion by Woody Rouse to *move this to final plan review*. The motion was seconded by Robyn Klein – **APPROVED**. Rick read through the criteria from the development regulations for a final plan review. Motion by Robyn Klein to *close* the hearing.

The motion was seconded by Mike Laroche – **APPROVED**. Dennis is familiar with the process from here, the board has 45-days to issue a written decision, and he will receive a letter in the mail.

Shepard, Christopher & Beth Ann
2043 Machia Road
Conditional Use – Waiver of Setback
Medium Density Residential District
File # DRB-005-25

Chris and Beth Ann Shepard were both present for this hearing and were sworn in by Rick Trombley. Chris explained the project and the reasons he wants to build 12' from the property line (district setback requirement is 30'). He wants to build a shop on his land at 2043 Machia Road. He currently rents a space on Gore Road and has to be out in one year. Given that he lives near the riverbank on Machia Road, he wants to be closer to the line (12' from abutting property owner Ron Machia). He has spoken with Mr. Machia already and he has no issues with it. A few neighbors have called in and asked questions about the project when they received a notice from the town. The driveway will line up better and he also will not have to cut as many trees. Mike had questions about the distance from the front and sides and the bylaw requirements. Chris and Beth Ann run a residential carpentry business, and this structure will be mostly storage, but some work will be done in there also. A hand drawn sketch was presented as part of the application showing the home, existing shed and proposed shop, which will be 42' x 40' with a 40' x 12' lean-to off the back towards the Ballard property. The only portion that will not meet the setback requirement is on the side of the Machia field. The proposed shop will have electricity, but no water. No customer hours are needed. Rick read through the criteria from the development regulations for a Conditional Use Review, and then for a Waiver of Setback. There were no further questions from the board or the applicants. Motion by Robyn Klein to close the hearing. The motion was seconded by Woody Rouse – **APPROVED**. A decision letter will be issued by mail within 45-days. If approved they can come see Carolyn for their permit, and if not approved Carolyn can also direct them on the appeal process.

V. **OTHER BUSINESS & UPDATES**

- The Tyler Place decision letter was reviewed and signed.
- Carolyn had some updates for the DRB and some info on upcoming hearings.
- Accessory on farm businesses were discussed. Our bylaws are silent on them, so Carolyn has looked into this further because it has come up a few times lately in our town. Because our bylaws are silent on them, we are being advised to look at them as a permitted use, requiring a zoning permit for documentation. She will be sending letters to Gagne Maple and Choiniere Family Farm regarding this topic. The state says we can also require a site plan review. The DRB is fine with proceeding with just the building permit.

VI. DELIBERATIVE SESSION

Motion by Rick Trombley to enter into deliberative session @ 6:32pm. The motion was seconded by Robyn Klein – **APPROVED.** Motion by Rick Trombley to exit deliberative session @ 6:45pm. The motion was seconded by Mike Laroche – **APPROVED.**

VII. ADJOURNMENT

Motion by Rick Trombley to adjourn the meeting @ 6:45pm. The motion was seconded by Robyn Klein – **APPROVED.**

Minutes respectfully submitted by:



Wendi Dusablon

Town Clerk &
Public Meetings Clerk

Date

4-10-25

Minutes approved by:


Richard Trombley

DRB Chair

Date

4.10.25