

SWANTON PLANNING COMMISSION
Draft Minutes
Town Office Building
1 Academy Street, Swanton, VT

Wednesday, May 24, 2017 @ 7:00 p.m.

Present: Ed Daniel, Vice Chair; Andrew LaRocque, Ross Lavoie, Sara Luneau-Swan, Members; Amy Giroux, Zoning Administrator, Elisabeth Nance, Administrative Assistant; Kevin Lawyer, West Swanton Apple Orchard

1. Call to Order – Vice Chair Daniel called the meeting to order at 7:05 p.m.
2. Agenda Review – Mr. Daniel added a discussion of the fee schedule to Any Other Necessary Business
3. Kevin Lawyer – West Swanton Apple Orchard. Mr. Lawyer came before the Planning Commission to introduce himself as the owner of the West Swanton Orchard. Mr. Lawyer informed the Commission that he is trying to extend the season, with a creemee stand and a seasonal barbeque stand. The seasonal barbeque stand is before the Development Review Board (DRB) Thursday and the creemee stand in June. Mr. Lavoie and Mr. Daniel gave some suggestions to Mr. Lawyer about how to make the process smoother for these and future projects, specifically looking at the existing bylaws to make sure plans are possible or discussing whether bylaws need to be adjusted to keep up with the times. The Planning Commission and Zoning Administrator are available to help with long-term planning.
4. Review Minutes of April 19, 2017 – Mr. Lavoie made a motion, seconded by Mr. LaRocque, to approve the minutes as written. Motion carried.
5. Any Other Necessary Business
 - A. Mr. Lavoie asked for an update on any letters written regarding potential violations such as those discussed at the last meeting. Ms. Giroux stated that she has sent several letters and gotten a good response.

The Commission provided Ms. Giroux with the locations of several properties that may be in violation.

- Mr. Daniel suggested to Ms. Giroux that, since the situation on Route 207 discussed at the last meeting is beyond the Planning Commission's control, she contact the State to make them aware of the Town's concerns.
- B. Ms. Giroux let the board know the Common Level of Appraisal (CLA) is at a level, 1.0526; 20% below triggers reappraisal so Swanton is not looking at a reappraisal anytime soon.
 - C. Ms. Giroux passed out a proposed fee schedule that had been done previously. It is a bigger increase than the latest proposal and it is more straightforward. It is dated July 19, 2016 but it does not seem that they were adopted. Ms. Giroux presented for informational purposes and further discussion relevant to any future fee schedule changes.
 - D. Ms. Giroux informed the Commission that the Town will not charge mobile home owners for moving in a park but will issue permits; to whom to make notification, and how, and the date to start are issues still being decided. Mr. Lavoie asked if the Town could impose a fine if Town is not notified when mobile homes are moved; Ms. Giroux stated that this is being researched.
 - E. Mr. Lavoie asked for clarification on the fee schedule issue that came before the Selectboard at the May 16, 2017 meeting. Ms. Giroux stated it was the proposal from the Commission to add certified postage costs of mailing to abutters to the fee schedule.
- 6. Executive Session (personnel); if needed – None
 - 7. Adjournment – Mr. Lavoie made a motion at 7:49 pm, seconded by Sara Luneau-Swan, to adjourn. Motion carried.