

**SWANTON PLANNING COMMISSION
DRAFT MINUTES
Town Office Building
1 Academy Street, Swanton, VT
Wednesday, June 21, 2017 @ 7:00 p.m.**

Present: Jim Hubbard, Chair; Ross Lavoie, Sara Luneau-Swan, Members; Amy Giroux, Zoning Administrator; Elisabeth Nance, Administrative Assistant; Rosaire Laroche; Shannon Laroche

1. Call to Order – Chair Hubbard called the meeting to order at 6:57 p.m.
2. Agenda Review – Chair Hubbard conducted the agenda review
3. Rosaire & Shannon Laroche – Rosie’s

Ms. and Mrs. Laroche came before the Planning Commission. They are a thriving business looking to move to a new location, however, they are running into barriers as far as the zoning bylaws prohibiting or limiting their options.

Mr. Hubbard summarized the situation noting specifically that the Laroches have brought this up in various venues. The issue the Laroches is experiencing are twofold: they are hoping to expand their retail operation, which is not suitable for industrial (meat processing) zoning while those areas zoned for retail are not necessarily appropriate for meat processing.

Chair Hubbard asked about USDA and Act 250 limits. Mr. Laroche stated that cross-contamination and new product development are hampered by space constraints at the current location.

Chair Hubbard brought up the southern Growth District as the best possible location according to current zoning bylaws, noting that lack of water and sewer are limitations.

Chair Hubbard is also concerned about what affect moving the business would have on state regulatory compliance because they were grandfathered in at the current location.

Mr. Laroche stated that another consideration is that they need to room to grow; are looking at 3-5 acres so they can expand as needed.

Chair Hubbard suggested that the Laroches contact Ms. Nance as the Economic Development Coordinator. Ms. Nance let the Commission know that that she will be addressing the Commission later in the meeting and will reach out in the coming days.

Chair Hubbard reiterated that the Planning Commission wants Rosie’s to remain in Swanton, and they are a leading area business.

4. Final review of Zoning Fee Schedule

Ms. Giroux presented a new fee schedule for the Commission's consideration and highlighted the changes, including some fee increases.

Mr. Lavoie asked about certified mail issue and was informed that that has been resolved.

Mr. Lavoie asked for clarification about the accessory dwelling permit. The fee should be a \$30 flat rate up to 300 square feet with an additional fee per square foot above 300 square feet.

Ms. Giroux will add "patio barn" to the fee schedule at the request of Chair Hubbard.

Chair Hubbard asked if the after-the-fact fee, or fine, is adequate. Ms. Giroux stated that the current fine is twice the original fee; after discussion, it was determined that this amount is sufficient.

Mr. Lavoie asked that the language referencing "barns" be updated to "agricultural structures."

Chair Hubbard asked what size of aboveground pool requires a permit. Ms. Giroux stated that those typically stored for winter do not require a permit.

Mr. Lavoie asked whether the Selectboard needed a chance to review the new fee schedule prior to formal approval. Chair Hubbard believes the Commission should be confident enough to approve on their own. Chair Hubbard asked whether the fee schedule needed to be warned; Ms. Giroux will clarify.

Ms. Luneau-Swan made a motion, seconded by Mr. Lavoie, to accept the new fee schedule with noted changes, which will be presented to the Selectboard. Motion carried.

5. Review Minutes of May 24, 2017 – the Commission will take up next month due to the absence of three signatories who were present at the May meeting.

6. Any Other Necessary Business

Ms. Giroux provided the Commission with correspondence from Reg Beliveau, the Village Manager.

Ms. Nance gave a broad overview of the expectations from the Selectboard, including a focus on the Southern Growth District and the roles of the Planning Commission and Development Review Board.

There was a discussion about options to update zoning bylaws to better reflect economic opportunities and outcomes in Swanton, including the Southern Growth District. This would be a months-long process requiring public hearing and debate to be done

effectively and efficiently. Ms. Nance also mentioned form-based zoning as an option on which to base zoning changes.

It was agreed at this point that looking for opportunities in the Southern Growth District that do not need a large amount of water and sewer or who can do their own water and sewer to start. Ms. Nance will contact the Laroches to begin to formulate some options for them.

7. Executive Session (personnel); if needed - None
8. Adjournment – Mr. Lavoie made a motion at 8:09 p.m., seconded by Ms. Luneau-Swan, to adjourn. Motion carried.