**SWANTON PLANNING COMMISSION**

**MEETING MINUTES**

**1 Academy Street, Town Offices**

***Wednesday, February 15, 2017***

***Present:*** *Jim Hubbard, Chair; Ed Daniel; Ross Lavoie, Andy LaRocque, Planning Commission members; David Jescavage, Town Administrator; Amy Giroux, Zoning Administrator; and Richard Cummings, landowner. Absent: Sara Luneau-Swan.*

1. **Call to Order**

Mr. Hubbard opened the meeting at 7:05 p.m.

1. **Agenda Review** – Add Richard Cummings/Sholan Rd.

  **3. Sholan Road**

Mr. Cummings has a potential buyer who would like to build a contractor’s shop on lot BR0010 on Sholan Road, a Class 4 Town road. The Town boards would need to add contractor’s shop and other uses to the zoning bylaws for the Southern Growth District to allow this proposal. Mr. Cummings would consider having the Town redirect Sholan Road across his larger parcel to intersect with Bushey Road at a point much more distant from its current location near Highgate Road. The Commission expressed an interest in working with him on the zoning and road issues.

1. **Zoning Fees**

The Commission discussed several possible changes and corrections to the zoning bylaws with the Zoning Administrator and Town Administrator. These include:

* Remove the required fee for a non-Town official who requests an amendment to the zoning bylaws.
* In addition to the standard application fee, add an extra cost for each notice that has to be sent by USPS certified mail/return receipt.
* Change garage, shed, porch, deck, greenhouse up to 300 square feet to be included in the building permit fee for new house.
* Remove required permit for travel trailers.
* Require building permit fee for all mobile homes wherever they are placed.
* Require a building permit application for accessory buildings 100 square feet or less but no fee charged.
* Correct and improve sign definitions throughout bylaws.
* Remove zoning interpretation section.

The Commission and staff will continue to research and recommend changes and corrections for discussion at each public meeting.

1. **Minutes**

Ross Lavoie made a motion, seconded by Andy Larocque, to approve the minutes of November 2, 2016 and January 18, 2017 as written. Motion carried.

1. **Adjournment**

There being no other business and no need for an executive session, Ross Lavoie made a motion, seconded by Andy Larocque, to adjourn at 8:40 p.m. Motion carried.

Respectfully Submitted,

David Jescavage

Town Administrator

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Jim Hubbard Ed Daniel

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Ross Lavoie Andy LaRocque

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Sara Luneau-Swan