**TOWN OF SWANTON**

**DRAFT MINUTES**

**PLANNING COMMISSION MEETING**

**Swanton Town Office**

**1 Academy St., Swanton, VT 05488**

***Wednesday, April 19, 2017 @ 7:00 pm***

Present: Jim Hubbard, Chair; Andrew Larocque, Ed Daniel, Ross Lavoie, Sara Luneau-Swan, Planning Commission; Amy Giroux, Zoning Administrator; Elisabeth Nance, Town Administrative Assistant.

1. Call to Order – Chair Hubbard called meeting to order at 6:56pm
2. Agenda Review
	1. Chair Hubbard read the agenda.
	2. Mr. Daniel added decks to Any Other Necessary Business.
	3. Chair Hubbard stated he would stay through the summer instead of leaving at the end of June.
3. Zoning Fees

Ms. Giroux informed the Commission that postage is a significant cost given the number of certified mail pieces that are being sent as part the public notice process, which justifies this expense being added to fee schedule.

Mr. Lavoie stated fees should be based on size of the project, that there should be a fee for additional square footage over a certain amount. Chair Hubbard asked Ms. Giroux, from the Lister point of view, where the town is with regard to any updates. Ms. Giroux informed the Commission that the state might do a reappraisal given it has been ten years since the last one. Chair Hubbard believes there are a number of structures that are not currently subject to taxation. Ms. Giroux let the Commission know that she has been writing courtesy letters to urge compliance on specific violations or concerns and has been getting a good response.

Ms. Luneau-Swan a made motion, seconded by Mr. Lavoie, to approve the new zoning fee schedule. Mr. Lavoie asked whether a fee would be assessed for moving a mobile home within a park or between parks. Ms. Giroux stated that the town could not charge mobile homes in parks because it is part of the parks’ covenant. That being the case, the verbiage on the fee schedule needs to be corrected to reflect that mobile homes are not included as long as they are in a park. The Commission is interested to know whether a permit can be required without the applicant paying a fee because without appropriate permit appraisals may not be done. Ms. Giroux will research this question and update the fee schedule as appropriate.

Ms. Luneau-Swan amended her motion to approve fee schedule with the change regarding mobile homes as discussed. Motion carried.

1. Southern Growth District – Industrial Retail Sales – An individual has requested to add a contractor’s shop in the Southern Growth District, however, Mr. Daniel believes the Commission is waiting on a definition from Mr. Jescavage; therefore, Chair Hubbard suggested it be tabled until Mr. Cummings gets said definition from Mr. Jescavage. Mr. Lavoie stated the Southern Growth District also does not currently have a manufacturing component, for ventures such as small bakeries, which is something he believes the Commission might want to address. Ms. Luneau-Swan reminded the Commission that sprawl was also an issue that might become an issue at some point with future development.
2. First Street – Mr. Daniel provided information on the three zoning districts along First St., many of which have overlap. Mr. Lavoie asked what a review of the districts was meant to accomplish. The main purpose was to ensure future development was covered under the available zones and to spur efficient development process. The Commission determined that further discussion will be needed as current development proceeds. Chair Hubbard believes the Commission needs to get better informed on current downtown planning projects. Mr. Daniel will try to attend Northern Gateway meeting being held Thursday, April 20.
3. Minutes review – Mr. Lavoie made a motion, seconded by Mr. Daniel, to approve the minutes as corrected. Motion carried.
4. Any other necessary
	1. Ms. Giroux noted that the zoning bylaws do not address deck railings. Chair Hubbard noted state requirements exist and those looking to build decks should follow those; Ms. Giroux was directed to inform anyone who asks that the town does not have any requirements, and may send questioners to VT fire marshal website or suggest they contact their insurance company for guidance.
	2. Mr. Lavoie asked if Planning Commission had any input on road planning, specifically French Hill, which is in very poor condition.
	3. The next Planning Commission meeting will be May 24, 2017 at 7:00.
5. Executive Session – None
6. Adjournment – Mr. Hubbard made motion at 8:15, seconded by Mr. Lavoie, to adjourn. Motion carried.