

SWANTON PLANNING COMMISSION
DRAFT MINUTES
Wednesday, January 16, 2019
Town Office Building
1 Academy Street, Swanton, VT
7:00 p.m.

Present: Jim Hubbard, Chair; Ed Daniel, Vice Chair; Andrew LaRocque, Member; Amy Giroux, Zoning Administrator; Elisabeth Nance, Administrative Assistant

1. Call to Order – Chair Hubbard called the meeting to order at 7:03 p.m.
2. Agenda Review – Chair Hubbard reviewed the agenda. Ms. Giroux noted the commission needs to approve the August 15, 2018 minutes. Mr. Daniel stated the commission needs to address the vacancy.
3. Discussion on Definitions in Land Use & Development Regulations

Ms. Giroux provided the commission the list of proposed definitions to review.

There was discussion on “Automobile Sales” and “Automobile Service Station,” including the commission’s intent when determining which would be permitted in the Southern Growth District.

Chair Hubbard would like to hold a public hearing at the February Planning Commission meeting to amend the bylaws to include these definitions.

4. Inconsistencies & clarifications

Ms. Giroux pointed the commission to Section 3.12(B), informing them its clarity has been questioned, particularly the use of “display.” Ms. Giroux will work to clarify the language for the commission’s review at the February meeting.

5. Tiny Houses

Ms. Giroux noted that because the bylaws require a dwelling to be a minimum of 850 sq. ft. tiny houses would not meet this requirement. The commission discussed where tiny houses would be permitted and whether they should be allowed only in clusters.

Ms. Giroux also pointed out tiny houses may be on foundations or on wheels. The commission will continue to research and discuss the issue.

6. Section 4.6: Campers & Temporary Shelters

Ms. Giroux informed the commission temporary shelters are being erected and kept up beyond the permitted time frame. Chair Hubbard suggested Ms. Giroux document the date she noticed the structure and then send a warning once the one-year has expired.

Mr. Daniel asked about people who put a camper on a parcel for a season. Ms. Giroux stated as long as it meets set-backs and is removed within the required timeframe it is not an issue.

The commission would like an update on the long-standing Woods Hill Rd. issue. Ms. Giroux will contact the state for an update.

7. Child Care Homes and Facilities

Ms. Giroux noted state statute does not allow licensed child care in a duplex and that she has a specific situation she is working with the property owner to resolve. The commission supports her efforts.

8. Certified Mailing Fees

Ms. Giroux opened the discussion on whether to mitigate the cost of mailing the notices and decision letters. Ms. Nance noted the cost of the January public notices was \$76.00 as an example. There was discussion about a flat fee. There was also discussion about raising those fees not previously raised. Chair Hubbard suggested raising these fees 10%, rounding up to the nearest whole dollar.

9. Public Comment – None

10. Review of minutes of August 15, 2018 and October 24, 2018

- a. Mr. Daniel made a motion, seconded by Mr. LaRocque, to approve the minutes of August 15, 2018. Motion carried.
- b. Mr. Daniel made a motion, seconded by Mr. LaRocque, to approve the minutes of the October 24, 2018 Joint Planning Commission / Development Review Board meeting. Motion carried.

11. Any Other Necessary Business

- a. Mr. Daniel made a motion, seconded by Chair Hubbard, to accept Sara Luneau-Swan's resignation with gratitude to her years of

dedicated service. Motion carried. The commission discussed attracting applicants to vacant positions.

- b. Mr. Daniel asked about the status of the Energy Committee, noting it no longer has a chair. Chair Hubbard would like to have a discussion on school transportation.
- c. The commission scheduled the next meeting for Wednesday, February 20, 2019 at 7:00 p.m.

12. Adjournment – Mr. LaRocque made a motion at 8:25 p.m., seconded by Mr. Daniel, to adjourn. Motion carried.

Respectfully Submitted,

Elisabeth Nance
Planning Commission Secretary

Jim Hubbard, Chair

Ed Daniel

Andy LaRocque

Ross Lavoie