

**MINUTES
TOWN OF SWANTON
SWANTON DEVELOPMENT REVIEW BOARD
Town Office Building
1 Academy Street, Swanton, VT 05488
Thursday, February 23, 2023 @ 6:00 p.m.**

Present: Spencer LaBarge, Chair; Reg Beliveau, Harold Garrett, Jim Pratt, Jennifer Yandow, Members; Amy Giroux, Zoning Administrator; Joseph Cava, Administrative Assistant; First Response Labor; Matthew Swann; Brian Burns; Jeff Hubbard; Raymond Tardif, Jr.; Delores Decker; Kelly Hall; Polli Construction, Inc.; Sam Gervais; Northwest Counseling & Support Services; Brittany Shumway; Blade Shumway; Tani Cornell

DRB-04-2023
First Response Labor

DRB-06-2023
Polli Construction, Inc.
Northwest Counseling & Support Services

DRB-05-2023
Meghan St. Pierre

DRB-07-2023
Brittany Shumway

*All motions carried unanimously unless stated otherwise.

- A. Call to Order – Mr. LaBarge called the meeting to order at 6:00 p.m.
- B. Agenda Review – Mr. LaBarge read the definition of interested persons and swore in applicants, interested persons, and the board members.

Mr. Pratt made a motion, seconded by Mr. Garrett to allow Ms. Giroux to leave the DRB meeting early at 6:45 p.m. for a dinner engagement. Motion carried.

C. Meeting Topics:

- 1. **#DRB-04-2023: First Response Labor** request for conditional use approval to operate a motor vehicle repair shop located at 2167 Highgate Road in the R1/Agricultural Residential district.

Mr. Swann summarized the project by establishing a workshop for standard work moving forward. Mr. LaBarge asked if major body work like welding would occur. Mr. Swann responded that welding is confined to personal vehicles and is not a service offered beyond oil changes and swapping out parts like breaks. Mr. Garrett added that there would be expanded work hours and signage changes. Mr. LaBarge recommended operational hours from 6:00 a.m. to 7:00 p.m. Sunday through Saturday. In light of special circumstances like snow plowing, Mr. Pratt recommended expanding the hours of operation to address this. Mr. Swann agreed to

a 24/7 operation policy to address special circumstances outside standard operational business hours.

2. **#DRB-05-2023: Meghan St. Pierre** request for sketch plan approval for a 5-lot subdivision located at 2321 Highgate Road in the R1/Agricultural Residential district.

Applicant was not present for meeting.

3. **#DRB-06-2023: Polli Construction, Inc. / Northwest Counseling & Support Services** request for conditional use approval to convert a single-family dwelling into a two-family dwelling located at 251 St. Albans Road in the R3/Moderate Density Residential district.

Mr. Gervais explained that the existing single-family structure would remain with the only changes will be in the basement to accommodate an ADA bathroom, office, and address other egress life safety codes. Mr. LaBarge asked about parking. Ms. Giroux responded that there is enough parking at the site currently. Mr. Garrett asked about the two emergency exits upstairs and only one emergency exit downstairs. Mr. Gervais responded that the proposed egress sliding window, to be installed, will become an exit in an emergency situation.

4. **#DRB-07-2023: Brittany Shumway** request for conditional use approval to open a roadside stand located at 200 Middle Road in the R1/Agricultural Residential district.

Ms. Shumway summarized the project as the establishment of a roadside farm stand. Mr. Garrett expressed concern over the limited seasonal time span for operations. Should the business expand to other seasonal produce, Mr. Garrett recommended the same operational hours from 7:00 a.m. to 8:00 p.m. with operations extending from January to December. Mr. Pratt asked about catering to those with physical limitations. Ms. Shumway responded that they would have pre-picked cartons of strawberries available. Ms. Yandow expressed concern over the eight parking spaces, and recommended expanding it up to twenty parking spaces to address seasonal peak times.

Ms. Cornell, a neighbor, expressed concern over noise that would be attributed to seasonal operations of an ice cream stand if proposed. Ms. Cornell does not want to see people engaging with the business to have cars parking in their yard across the street on the southeast corner of the property. Mr. LaBarge said they could add a condition of approval to address parking and operational concerns. Hearing no additional comments or questions, Mr. LaBarge closed the hearing on this item to enter into deliberative session.

D. Deliberative Session

Mr. Garrett made a motion to enter deliberative session at 6:24 p.m., seconded by Ms. Yandow. Motion carried.

Mr. Beliveau made a motion to exit deliberative session at 6:35 p.m., seconded by Mr. Pratt. Motion carried.

Mr. Garrett made a motion, seconded by Ms. Yandow to approve DRB-04-2023: First Response Labor request for conditional use approval to operate a motor vehicle repair shop located at 2167 Highgate Road in the R1/Agricultural Residential district as warned with the condition that operational times are amended to twenty-four hours a day, Sunday through Saturday. Motion carried unanimously.

Mr. Beliveau made a motion, seconded by Mr. Pratt to approve DRB-06-2023: Polli Construction, Inc. / Northwest Counseling & Support Services request for conditional use approval to convert a single-family dwelling into a two-family dwelling located at 251 St. Albans Road in the R3/Moderate Density Residential district as warned with the stipulation that State permits are brought to Amy Giroux, Zoning Administrator, for review. Motion carried unanimously.

Mr. Pratt made a motion, seconded by Mr. Beliveau to approve DRB-07-2023: Brittany Shumway request for conditional use approval to open a roadside stand located at 200 Middle Road in the R1/Agricultural Residential district as warned under the following conditions:

- Operational times are amended to 7:00 a.m. to 8:00 p.m., seven days a week, operating seasonally from January to December
- Amend the proposed eight parking spaces to twenty spaces, with no customer parking on the southeast corner of the field

Motion carried unanimously.

E. Minutes DRB January 26, 2023

Ms. Yandow made a motion to approve the minutes from the 1/26/23 DRB meeting, seconded by Mr. Garrett. Motion carried.

F. Any Other Necessary Business - None

G. Public Comment - None

H. Set Next DRB Meeting Date

Thursday, March 23, 2023 at 6:00 p.m.

Thursday, April 20, 2023 at 6:00 p.m.

Thursday, May 25, 2023 at 6:00 p.m.

Thursday, June 22, 2023 at 6:00 p.m.

Thursday, July 27, 2023 at 6:00 p.m.

Thursday, August 24, 2023 at 6:00 p.m.

Thursday, September 28, 2023 at 6:00 p.m.
Thursday, October 26, 2023 at 6:00 p.m.
Thursday, November 16, 2023 at 6:00 p.m.
Thursday, December 14, 2023 at 6:00 p.m.

- I. Adjournment – Mr. Pratt made a motion to adjourn the meeting at 6:40 p.m., seconded by Mr. Beliveau. Motion carried.

Respectfully Submitted,

Joseph Cava
Administrative Assistant

Spencer LaBarge, Chair

Reg Beliveau

Harold Garrett

Jim Pratt

Jennifer Yandow