

**TOWN OF SWANTON**  
**Draft Minutes**  
**DEVELOPMENT REVIEW BOARD (DRB)**  
**TOWN OFFICE BUILDING**  
**One Academy Street**  
**Swanton, VT 05488**

**Thursday, January 25, 2024 @ 6:00 p.m.**

Present: Spencer LaBarge-Chair, Reg Beliveau, Jen Yandow, Jim Pratt, Harold Garrett, Amy Giroux-Zoning Administrator, Christina Candels- Administrative Assistant, Vickie Gratton, Vickie Gratton, Michelle Sheldon, Vickie Hemond, Ray Trombley, Jason Stoddard, Don Collins

A. Call to Order

Mr. LaBarge called the meeting to order at 6:05 pm.

B. Agenda Review

Mr. LaBarge reviewed the agenda and read the definition of interested persons and swore in the applicants, interested persons and the board members.

C. Meeting Topics:

- 1) **DRB-01-2024: Vickie Gratton & Michelle Marchant-Sheldon**
- 2) **DRB-02-2024: Edward Hemond**
- 3) **DRB-03-2024: Edward Hemond**
- 4) **DRB-04-2024: Edward Hemond**
- 5) **DRB-05-2024: Jason Stoddard**

1. **#DRB-01-2024: Vickie Gratton & Michelle Marchant-Sheldon** request for conditional use approval to run a childcare facility located at 71 ½ First Street in the NCL/Neighborhood Light Commercial district.  
Ms. Gratton & Ms. Marchant-Sheldon came before the board to share with the board they would like to open a daycare/preschool childcare center at 71 ½ First street. This will include children ages 2-12. This will include preschool for 3–4-year-old children thru Act 166. The reviewed the hours of operations; hours will be adjusted from the application to 6am-6pm. The current application is for half of the building, they now intend to use the whole building. Mr. LaBarge discussed adequate parking. Ms. Marchant-Sheldon stated they will have 5-7 parking spaces in a pull around driveway. Employee parking will be on the side of the building having a total of 11 spaces. Marchant-Sheldon stated they intend to have 4 employees and themselves, and a max of 40 children. This building was previously used as a childcare facility in the 90's. State licensing is in progress for the facility and preschool program. Mr. Garrett asked about handicap parking and a safe outdoor play area. They will have one handicap marked space and there will be a fenced in play area attached to the building. Children will not cross the drive way. Ms. Yandow asked if there would be signage for one-way traffic. Yes. Ms. Yandow asked for clarification on square footage of the building.
2. **#DRB-02-2024: Edward Hemond** request for boundary line adjustment located at 31 Maple Grove Estates & 81 Sugar Maple Drive in the R3/Moderate Density Residential district.
3. **#DRB-03-2024: Edward Hemond** request for boundary line adjustment located at 31 & 26 Maple Grove Estates in the R3/Moderate Density Residential district.
4. **#DRB-04-2024: Edward Hemond** request for boundary line adjustment located at 31 & 28 Maple Grove Estates in the R3/Moderate Density Residential district.

Ms. Hemond came before the board to discuss DRB-02-2024, DRB-03-2024 & DRB-04-2024-line adjustments together. Ms. Hemond stated these adjustments are to button up the development Mr. Hemond created.

These adjustments will eliminate the 20' buffer strips behind the properties currently Attached to 31 Maple Grove Lot 23. 20' strips behind the following parcels:

29 Maple Grove Lot 14

27 Maple Grove Lot 15

25 Maple Grove Lot 16

23 Maple Grove Lot 17 will all be adjusted to David Chevalier

26 Maple Grove Lot 12 will be adjusted to Minor

28 Maple Grove Lot 13 will be adjusted to Norris.

Ms. Giroux stated she received an email from adjoining property owner Mr. Tyler and he wanted to ensure the buffer was still in place for the property lines previously discussed. Mr. Tyler had also reached out to Mr. Beliveau and he stated he was in favor of the boundary line adjustments.

5. **#DRB-05-2024: Jason Stoddard** request for boundary line adjustment located at 2493 Highgate Road in the R1/Agricultural Residential district.  
Mr. Stoddard came before the board to request a boundary line adjustment. Mr. Stoddard purchased the lot beside his current property and would like to make it one parcel. The property he purchased he is building a house on currently and would like to make that parcel smaller and add the rest of the lot to his home property.

- D. Minutes DRB November 16, 2023

**Mr. Beliveau made a motion to approve November 16, 2023, draft minutes at written, seconded by Mr. Pratt. Motion carried.**

- E. Set the next DRB meeting date.

**Ms. Yandow made a motion for the next meeting to be February 22, 2024 at 6 pm, seconded by Mr. Garrett. Motion carried.**

Thursday, February 22, 2024

Thursday, March 28, 2024

Thursday, April 25, 2024

Thursday, May 23, 2024

Thursday, June 27, 2024

Thursday, July 25, 2024

Thursday, August 22, 2024

Thursday, September 26, 2024

Thursday, October 24, 2024

- F. Deliberative Session

**Mr. Pratt made a motion to enter deliberative session at 6:36 pm, seconded by Mr. Beliveau. Motion carried.**

**Ms. Yandow made a motion to exit deliberative session at 6:51 pm, seconded by Mr. Beliveau. Motion carried.**

**Mr. Beliveau made a motion to APPROVE DRB-01-2024: Vickie Gratton & Michelle Marchant-Sheldon request for conditional use approval to run a childcare facility located at 71 ½ First Street in the NCL/Neighborhood Light Commercial district, with the change of operation hours to 6am-6pm and increase parking 11 parking spaces one handicap space, seconded by Mr. Pratt. Motion carried.**

**Ms. Yandow made a motion to APPROVE DRB-02-2024: Edward Hemond request for boundary line adjustment located at 31 Maple Grove Estates & 81 Sugar Maple Drive in the R3/Moderate Density Residential district as warned, seconded by Mr. Pratt. Motion carried.**

**Ms. Yandow made a motion to APPROVE DRB-03-2024: Edward Hemond request for boundary line adjustment located at 31 & 26 Maple Grove Estates in the R3/Moderate Density Residential district as warned, seconded by Mr. LaBarge. Motion carried.**

**Ms. Yandow made a motion to APPROVE DRB-04-2024: Edward Hemond request for boundary line adjustment located at 31 & 28 Maple Grove Estates in the R3/Moderate Density Residential district as warned, seconded by Mr. Beliveau. Motion carried.**

**Mr. Garrett made a motion to APPROVE DRB-05-2024: Jason Stoddard request for boundary line adjustment located at 2493 Highgate Road in the R1/Agricultural Residential district as warned, seconded by Mr. Pratt. Motion carried.**

G. Any Other Necessary Business  
None

H. Public Comment  
None

I. Adjournment

**Ms. Yandow made a motion to adjourn at 6:54 pm, seconded by Mr. Garrett. Motion carried.**

Respectfully Submitted by  
Christina Candels-Administrative Assistant